

Statement of Community Involvement

October 2016



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Chapter 1 Introduction

- 1.1** Planning makes decisions about the future of our towns, villages and countryside. It balances the need for development with conserving the environment, public spaces, heritage and improvement of amenities.
- 1.2** For many people, planning is something they only get involved with when a development proposal directly affects them. The Statement of Community Involvement (SCI) sets out how residents and stake holders can get involved in planning from the early stages of preparing local planning policies through to the determination of planning applications. Mole Valley District Council (MVDC) will actively engage with the local community to encourage this involvement.
- 1.3** Preparing an SCI is a legal requirement of Section 18 of the Planning and Compulsory Purchase Act 2004. MVDC's SCI sets out the different approaches we will take to find out what communities and individuals think about our planning policies as they are developed, and what their views are on planning applications. We will take account of the needs and preferences of the communities, groups and organisations likely to be affected.

Listening to what you tell us

MVDC aims to give the whole community the opportunity to take part in the preparation of planning policies and decisions on planning applications. We will:

1. Make sure that consultation publications are clear and concise, avoiding the use of unnecessary technical jargon;
2. Ask interested and affected individuals, groups and organisations for their views as early as possible;
3. Listen to, respect and take account of the comments that are received and explain what happens to them;
4. Inform those who respond to a consultation with details about later stages in the process.

Working with your Councillors

- 1.4** MVDC's Councillors play an important role in making decisions on planning matters and developing local policies. They are a key contact for local communities providing more information about planning applications. Details for contacting your councillor can be found on our web page.

Chapter 2 Planning Policy

Preparing the Local Plan

Local Plan

MVDC's Local Plan will set out a vision for the future development of the district over the next 15 years. It will address needs and opportunities in relation to housing, the economy, community facilities and infrastructure. It is also a basis for safeguarding the environment, adapting to climate change and securing good design.

The Local Plan will;

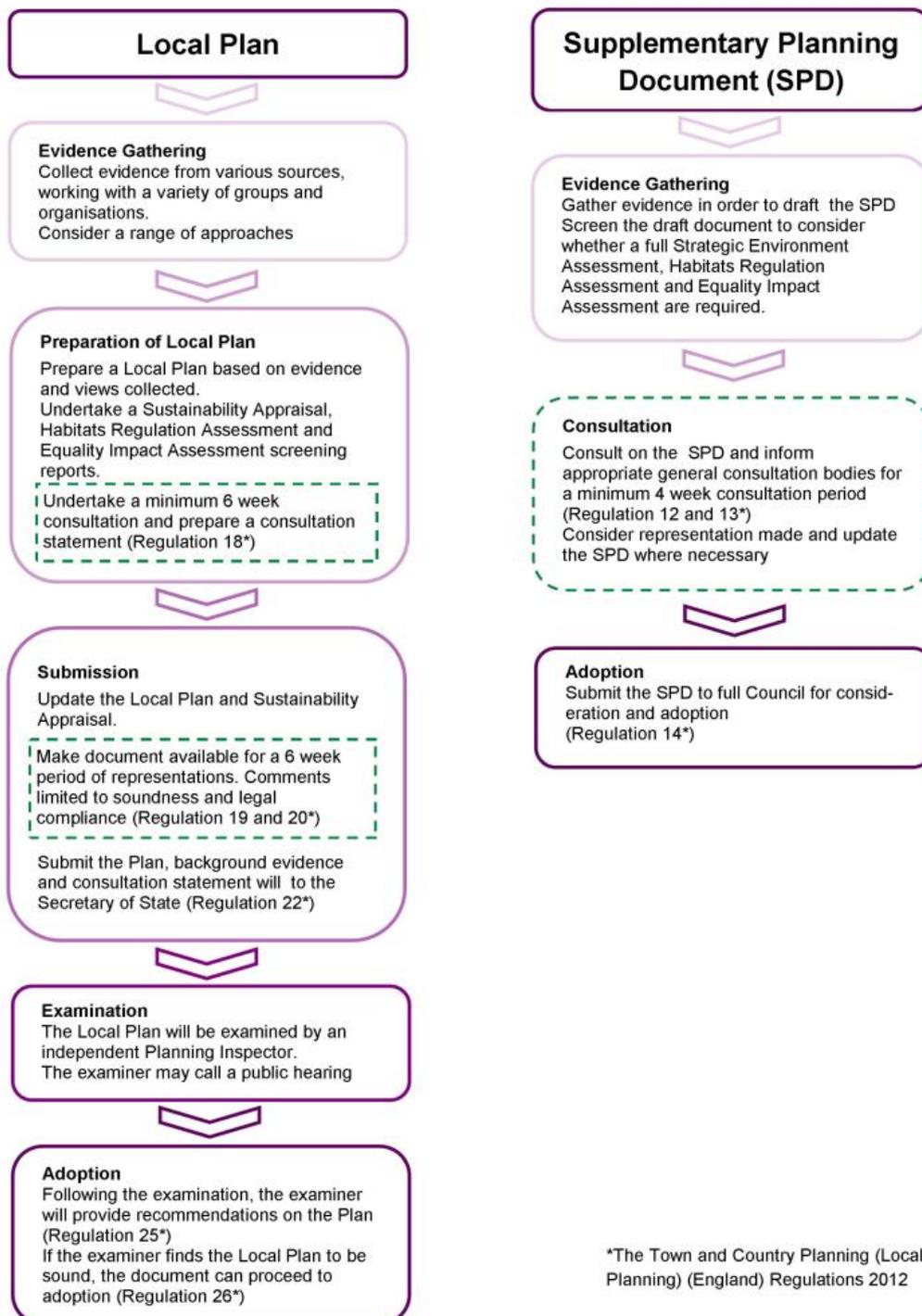
- make clear what development will take place;
- where and when this development will occur;
- how development will be delivered.

The Local Plan will take into account the Government's National Planning Policy Framework (NPPF) and is underpinned by extensive evidence. The Plan is subject to public consultation and independent examination by a Planning Inspector. It is the starting point when MVDC considers planning applications.

Other Local Plan documents

- **Supplementary Planning Documents (SPD)** - add further detail to the policies in the Local Plan. They provide further guidance for development on specific sites and on particular development issues, such as design. They will be supported by appropriate evidence and accord with national planning policy and the Local Plan.
- **Community Infrastructure Levy (CIL)** - is a statutory charge on new buildings and extensions used to fund infrastructure provision required as a result of new development.
- A **Sustainability Appraisal (SA)** and **Strategic Environmental Assessment (SEA)** will need to be undertaken for the Local Plan and some other Local Plan documents. These are procedures required by law to assess the economic, social and environmental impact of the Plan.

Stages in preparing a Local Plan and a Supplementary Planning Document



Planning Policy

When we will consult

2.1 It is important to involve people in the Local Plan right from the start. MVDC is committed to engaging local communities and stake holders throughout the Local Plan process.

- MVDC will explain that the job of a Local Plan is to set out policies and proposals for homes, jobs, infrastructure and other development taking account of national planning policy and constraints on development;
- We will explain the planning issues facing the district and invite people to tell us where and what type of development should be planned during a minimum 6 week consultation period;
- We will carefully consider the comments we receive and prepare a draft Local Plan which will set out MVDC's thoughts based upon the communities views. We will invite views on this version of the Plan for a period of 6 weeks;
- We will reflect on what communities tell us and revise the Local Plan;
- We will then publish a draft Local Plan which will explain MVDC's proposed planning policies and invite representations on them for a period of not less than 6 weeks;
- The Local Plan, background evidence and representations are then submitted to the Secretary of State who appoints an independent Planning Inspector to examine them all. A public examination will then be held where those who made representation will be able to voice their concerns.

2.2 The same general methods of consultation apply to the adoption process of an SPD as for a Local Plan. However, the criteria for 'when we will consult' are slightly different. They are as follows:

- We will consult on a draft version of the SPD for a minimum of 4 weeks;
- After considering the responses to the draft, we will consider the need for further consultation before proceeding to adoption of the SPD.

2.3 See diagram 'Stages in Preparing a Local Plan and a Supplementary Planning Document'

Who we will Consult

2.4 MVDC understands the importance of involving as many members of the community as possible in the preparation of Local Plan documents for the District.

2.5 There are a number of specific organisations which the Council is required to consult with when preparing the Local Plan. These are national and local bodies, including the Environment Agency & Natural England, neighbouring Councils, and utility services including gas, telephone, water & sewerage suppliers.

2.6 MVDC has a further extensive list of organisations, bodies, businesses, consultancies, landowners and individuals that we will consult. It includes the following:

- Parish Councils
- Residents' associations
- Housing associations / registered providers of social housing
- Groups for people with disabilities
- Voluntary groups
- Religious groups
- Youth groups
- Neighbourhood Forums
- Countryside and conservation groups
- Local businesses
- Local business groups

- Town centre retail groups and organisations
- Town Centre Forums
- People who have registered their interest on the Local Plan database
- County and District Councillors
- Members of Parliament
- Developers, housebuilders and representative organisations

2.7 The above list is not exhaustive and is amended or added to as required.

2.8 MVDC is keen to involve under-represented groups of people, often referred to as 'hard to reach' groups, in relevant planning matters. The following groups are identified by the Council as falling under this category:

- Residents of relatively deprived areas in the District
- Young people
- Some older people, particularly those who are frail or socially isolated
- People with disabilities
- Black and minority ethnic groups
- Gypsies, Travellers and Travelling Showpeople
- Residents in rural areas
- Working people who are unavailable during core working hours
- People who travel or commute into the area

2.9 MVDC will meet these groups and listen to their views, using venues convenient to individuals and groups, and methods and formats best suited to their needs.

Any individual, group or organisation that has an interest in new development in the District can register to be consulted by adding themselves to the Local Plan database by e-mailing planningpolicy@molevalley.gov.uk or telephoning 01306 879281. This will apply to the development of planning policy **only** and not the determination of planning applications.

How we will consult

2.10 Planning legislation and national guidance set out requirements as to how and when consultation will be undertaken and who must be consulted. Outside of this legal requirement, the Council will use the most appropriate ways of getting as many people as possible by balancing cost and time constraints with the likely relevance of the Plan to specific communities and/or organisations.

2.11 Appendix 1 sets out in more detail how the community will be invited to become involved in the preparation of the Local Plan.

- We will contact appropriate organisations and individuals directly by post or electronic means.
- The consultation will be promoted via our web pages and social media accounts. (Twitter - @MoleValleyDC, Facebook - @MoretoMoleValley)
- Consultation documents on display at locations open to the public such as council offices and libraries;
- Other consultation methods may include leaflets, newsletters (Mole Valley Magazine), press releases, public notices, existing forums, community events, public exhibitions, roadshows, workshops, and joining with other consultations where feasible and appropriate.

Planning Policy

- Hard copies of consultation documents are also available on request.
- Consultees are encouraged to respond to all consultations online as this is the quickest and most effective method of responding. All consultations will include details of how to do this. Provision will also be made for those who are unable or unwilling to respond online, including the facility to submit views by post.
- The Local Plan and related information will be made available in a variety of formats for example, Braille, large print, and languages other than English on request.

MVDC's website is the primary source of information. All planning policy documents, including the Local Plan, will be published on our website. This will include all of our supporting documentation.

Where appropriate, MVDC may use dedicated websites to support specific consultations. These will be clearly signposted from MVDC's main website www.molevalley.gov.uk.

What happens to your comments?

- 2.12** All comments received in response to a consultation will be fully considered by MVDC. Changes to the document will be made where appropriate during the course of their preparation in light of the comments we receive. We may contact the person or organisation who made comments in order to discuss their views and suggestions further.
- 2.13** All written comments received within the consultation periods will be made available to view. Comments cannot be treated in confidence. However, in order to comply with the Data Protection Act, personal information will not be made publicly available.
- 2.14** MVDC will not acknowledge submitted comments unless requested.
- 2.15** A report summarising comments and a response to the issues raised will be made available on the Local Plan web pages.
- 2.16** MVDC will consider all the comments received at the consultation stage of the draft Local Plan and make amendments where appropriate. Following these amendments a further formal consultation will be carried out. All representations received for this consultation, together with the Local Plan and background evidence, are then submitted to the Secretary of State who appoints an independent Planning Inspector to examine them. A public examination will be held where those who made representations will be able to attend and comment further.
- 2.17** For SPDs, a summary of the main points raised in comments will be considered by the Council before a decision is taken as to whether the document will be adopted.

Neighbourhood Planning

- 2.18** Neighbourhood Development Plans (NDPs) were introduced by the Localism Act 2011. They allow local community bodies (Parish Councils or Neighbourhood Forums) to set out a vision for a neighbourhood area and planning policies for the use and development of land. They focus on local rather than strategic issues.
- 2.19** As they are not prepared by the Council, the SCI does not prescribe what methods of community engagement must be followed. The appropriate level of community engagement and the size and complexity of the plan will be decided on by the Parish Council or Neighbourhood Forum preparing the

NDP. Nevertheless, NDPs should follow, wherever possible, the general principles and techniques set out in the SCI and publish a Consultation Statement explaining how the local community was involved in the preparation of the NDP.

2.20 MVDC is required to consult on the following stages during the preparation of NDPs:

- **Neighbourhood Area Application** - MVDC will publicise the application for the creation of a neighbourhood area. We will bring the neighbourhood area application to the attention of people who live, work or carry out business in the that area.
- **Neighbourhood Forum Application** - MVDC will publicise the application for the creation of a neighbourhood forum on our website for a minimum 6 week period.
- **Draft NDP** - MVDC will publicise the draft NDP on our website and invite comments, as well as bringing the consultation to the attention of people who live work or carry on business in the NDP area. In addition we will notify the bodies referred to in the neighbourhood forum or parish councils' consultation statement.

2.21 MVDC will offer support, advice and assistance to the Parish Council or Neighbourhood Forum throughout the process of preparing the NDP. The support offered will be tailored to the needs of the group, but may include attendance at meetings, providing information and advice by email and over the phone and directing the group to external sources of advice and assistance.

Making Decisions on Planning Applications

Chapter 3 Making Decisions on Planning Applications

- 3.1** MVDC is responsible for processing and determining planning applications within the District. It is at the planning application stage where specific, detailed decisions are made about the use of land or a building. Applications are considered against national and local planning policies as well as expert advice, provided internally and externally which guide whether individual planning applications are approved or refused.
- 3.2** MVDC understands that local residents want to have their say about planning applications that may affect their property or community, and to be assured that their views will be considered in the decision-making process. **All stages of the planning application process from registration onwards can be followed on the Council's planning website.**
- 3.3** There are two stages for community involvement in planning applications;

1. **Pre-application consultation:** A form of consultation undertaken by the applicant before submitting a formal planning application. This should be carried out for any major or significant application so that the applicant can be made aware of any potential issues prior to the submission of the formal planning application. This is a legal requirement for significantly large scale major developments.
2. **Application consultation:** Once a planning application has been formally submitted, the Council is responsible for carrying out appropriate consultation.

Pre-application consultation

- 3.4** To ensure early public involvement on major development proposals or locally sensitive schemes, developers are encouraged to undertake public consultation before making a planning application.
- 3.5** It is a legal requirement for potential applicants to consult the local community and any specified persons before submitting a planning application for significant development proposals over 200 homes, 4 hectares and/or flood area over 10,000 square metres or 2 hectares.
- 3.6** In addition anyone submitting a planning application in Mole Valley for 10+ dwellings or 0.5+ ha of residential development, 1000m² of building space or 1.0 ha of development land, will be required to;
- Agree the consultation approach with the Council, including what is required to involve community groups that will be particularly affected;
 - Inform local people about the details of the scheme and be clear what elements can be influenced by public comments;
 - Submit a statement with the planning application outlining the community involvement that has been carried out, the comments received and any changes made as a result.
- 3.7** MVDC encourages developers/applicants to discuss major development proposals with Planning Officers prior to submission. This can confirm the suitability of a development and the level of detail required for MVDC to make an appropriate decision. This is a chargeable service and prices can be found on our web pages.

Making Decisions on Planning Applications

MVDC consultation

- 3.8** On receipt, a planning application will be considered against a validation checklist to ensure the correct documents have been submitted. This checklist is available on our website. When validation is successful, a planning application will be registered and allocated to a Planning Officer.
- 3.9** MVDC aims to determine most planning applications within 8 weeks and major planning applications within 13 weeks. This time period includes formal public consultation. In some circumstances it is appropriate to agree an extended deadline with the applicant where it is acceptable to both parties.
- 3.10** Legal requirements specify that written comments on planning applications are required to be submitted within 21 days from the date of notification. Comments can be by letter, email or via our website. The Council will consult with the following (where relevant):
- Statutory bodies including the Environment Agency and Natural England to establish any specialist concerns arising from the application;
 - Utility bodies (electricity, sewage or gas companies);
 - Other experts including the Historic Environment Officer and Highways Officer;
 - Residential and business neighbours using the methods set out below.

Making Decisions on Planning Applications

Consultation for Planning Applications

MVDC uses three methods for consulting on Planning Applications:

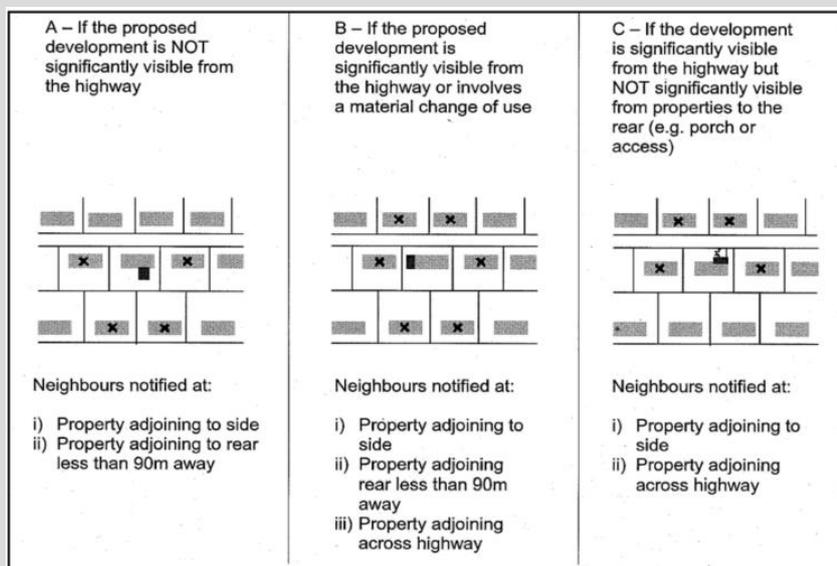
- Neighbour notification letters
- Electronic notification
- Site Notices

Neighbour notification letters

Individual notification letters are sent to residents at adjoining and nearby properties. The number and pattern of neighbours who will be individually notified of an application is based on the likely effects of the proposed development and includes the following considerations:

- the scale and nature of the proposed development in relation to the surrounding area;
- The relationship of the proposed development to nearby properties in terms of its height and mass, and the topography of the area;
- The traffic that would be generated as a result of the proposed development.

The varied nature of planning applications means that it is difficult to be prescriptive about who will be notified. In the case of the simplest and most common types of householder applications the diagram below demonstrates who would be notified. Individual letters are sent to the owners and/or occupiers of the properties marked with an 'X'.



Where the application is for a larger scale or significant development, letters of notification will be sent to additional residents living in the road and the wider surrounding area that may be affected by the proposal.

Electronic notification

All Mole Valley residents who are registered on MyAlerts will receive an email notification about planning applications which are within the buffer area set by the user.

Making Decisions on Planning Applications

Where appropriate other social media channels will also be used to notify residents about planning applications.

Site Notices

MVDC will display a site notice where there is a statutory requirement and additionally for development proposals which, in the view of the Corporate head of service would:

- affect nearby property by causing noise, smell, vibration, dust or other nuisance to amenity (excluding the temporary impact of the construction period);
- attract large crowds, traffic and noise into otherwise generally quiet areas;
- cause activity and noise during unsocial hours;
- introduce significant change, for example, tall buildings;
- result in serious reduction or loss of light and/or privacy beyond adjacent properties;
- affect the setting of an Ancient Monument or archaeological site;
- affect a significant number of trees protected by Tree Preservation Order (but not a proposal solely for felling or other works to trees themselves where development is not involved).

- 3.11** MVDC will publish a weekly list of planning applications on our website. This is also circulated to local Councillors, Parish Councils, the main Residents' Associations, other amenity groups and the local press. Hard copies of this list can be made available if requested.
- 3.12** Planning applications concerning Conservation Areas, Listed Buildings, applications that conflict with the Local Plan, major applications and applications that affect a Right of Way will be advertised in the Surrey Advertiser.
- 3.13** Applications for works to trees protected with a Tree Preservation Order or in a Conservation Area will be added to the weekly list of planning applications and will be determined without consultation. Public input will be sought on planning applications to fell significant protected trees, but only where the request is not urgent, e.g. the tree is not considered to pose a risk or the tree is not dead or dying.
- 3.14** Applications for Prior Notifications of Proposed Agricultural or Forestry development will be added to the weekly list of planning applications and will be determined without consultation. The council has 28 days to inform the applicant of its decision to allow or refuse approval.
- 3.15** No consultation is carried out for Certificates of Lawfulness for a proposed use or development. Assessment of a Certificate of Lawfulness is a matter of fact taking into account the relevant regulations. The outcome of such applications cannot be influenced by other factors such as local planning policies or impact on neighbouring amenity.

Making Decisions on Planning Applications

How to comment on a Planning Application

Anyone can comment on a planning application. Comments must be made in writing and submitted through one of the following options:

1. Email comments should be sent to: planning@molevalley.gov.uk.
2. Letters should be sent to: Corporate Head of Service (Planning), Mole Valley District Council, Pippbrook, Dorking, Surrey, RH4 1SJ.

Online comments are submitted as an attachment to each individual application searched and found on the online planning database system. Anonymous submissions will not be considered.

How to sign up to the 'MyAlerts' service

Any household in Mole Valley can sign up to 'MyAlerts'.

1. Visit www.molevalley.gov.uk
2. Input your postcode to the 'My Mole Valley' section on the right of the homepage & Click on the 'Find' button. This will take you to the 'My Mole Valley' section of the site
3. Click on the tab labelled 'My Alerts'. At the bottom of the page click on 'Register'
4. Follow the procedure to 'register' and click on 'create Account'
5. Check that the address is correct and under 'local area alerts' set the buffer zone distance around this address, e.g. 50M to 1000Meters.
6. Click on the check box next to the subjects you would like to receive alerts for. To receive information on planning applications you need to ensure that the 'Planning' option is ticked.
7. Click save changes on the right hand side of the screen.
8. Once the registration process is complete, you will receive an email confirming you have successfully registered to MyAlerts

MyAlerts will send an email notifying you of relevant information on planning applications within your set buffer zone area. A maximum of one email alert will be sent within a 24 hour period. You will only receive an alert when a change has been detected in your set buffer zone area, i.e. a new planning application has been registered. It is therefore unlikely that you will receive an email alert every day.

Considering your views

- 3.16** Letters of representation are taken into account in the consideration of planning applications.
- 3.17** Once the consultation period has ended, a report is prepared recommending that the application is permitted or refused. This report will assess the application proposal against the relevant legislation, planning policies, any other material considerations and the comments that have been received.
- 3.18** The final decision is then made by the Development Control Committee or under powers delegated to the Corporate Head of the Planning Service.
- 3.19** The Development Control Committee meets on the first Wednesday of each month, and is open to the public. The current scheme of delegation can be seen on the MVDC website.

Making Decisions on Planning Applications

- 3.20** Whilst the majority of householder applications are determined under delegated powers, a Councillor can request that an application be considered by the Development Control Committee. This request must be made in writing within 28 days of the publication of the weekly planning application list, stating the reasons for referral to Committee.
- 3.21** Major and other significant applications are usually determined by the Development Control Committee. Where either of these type of applications is contrary to policy the application can be refused under delegated powers.
- 3.22** A copy of the Development Control Committee agenda is available for inspection at the Council Offices and on our website at least 5 working days before the meeting.
- 3.23** Where planning applications attract 20 or more individual objection letters or a petition of 50 signatures from different households against a proposal, a representative of this group can speak at the Committee meeting. An equal opportunity to speak is also permitted to the applicant/developer. This process applies where the Officers' recommendation is either for approval or refusal. Letters of representation that are received after the publication of the Committee's agenda and up to 9am on the day of the Committee, will be summarised on an addendum sheet and presented to Committee.
- 3.24** Where the opportunity to speak arises, the Council will consider how best to engage with interested parties. Details of the arrangements for speaking at a Committee meeting are set out on the Council's website.
- 3.25** Once the Council has made a decision about an application, it will inform the applicant and publish the decision on our website.
- 3.26** If the applicant is aggrieved with the decision or conditions attached to it, they can lodge an appeal to the Secretary of State for Communities and Local Government. The appeal will be determined by an independent Planning Inspector from the Planning Inspectorate. Members of the public who commented on the original application will be notified in writing by the Council that an appeal has been lodged.
- 3.27** Once planning permission has been granted there is no statutory third party right of appeal to challenge the approval. The only mechanism for interested parties to challenge the granting of planning permission is through a judicial review upon a point of law.
- 3.28** There will be a need for some approved schemes to be followed up with the submission of details required by conditions attached to the planning permission. The Council will not consult on these details, however progress can be followed on the Council's website.

Chapter 4 Further Information and Advice

Independent Planning Advice

- 4.1** Independent advice on planning is available from Planning Aid England, operated by the Royal Town Planning Institute. This service provides free, independent and professional planning advice to communities and individuals who cannot afford to pay for professional fees.
- 4.2** Planning Aid England can assist people with their own planning applications and can help them to comment on planning applications and planning policy consultation documents.
- 4.3** More information can be found at: www.planningaid.rtpi.org.uk or alternatively, they can be contacted by phone, 0330 123 9244 or email, advice@planningaid.rtpi.org.uk.

Planning Portal

- 4.4** The Planning Portal is the Government's website that offers guidance on the planning system.
- 4.5** More information can be found at www.planningportal.gov.uk.

Neighbourhood Planning

- 4.6** Advice on Neighbourhood Planning and the process of preparing a Neighbourhood Development Plan is available from Locality.
- 4.7** More information can be found at www.locality.org.uk/projects/building-community/

Summary of Community Involvement in the Local Plan

Chapter 5 Summary of Community Involvement in the Local Plan

When	What we must do	What we may do
<p>Stage of preparation</p>	<p>Statutory requirements for consultation⁰</p>	<p>Options for additional community involvement</p>
<p>Local Plan</p> <p>Evidence gathering and preparation of consultation documents</p> <ul style="list-style-type: none"> Notify each of the specific and general consultation bodies, residents, businesses and organisations who the Local Planning Authority (LPA) considers may have an interest in the subject of a Local Plan Invite each of the people notified to make representations to the LPA during the period from the date of the notice about what a Local Plan ought to contain We must consider those representations in the preparation of the Local Plan. 	<ul style="list-style-type: none"> 'Hard to reach' community consultation work. Attend appropriate meetings of community groups. Hold workshops to focus on particular areas or issues where appropriate. One to one meetings with service providers to discuss service and infrastructure capacity issues where appropriate. Wider meetings with service providers to focus on particular issues where appropriate. Publish discussion / consultation papers (including on website), inviting comments on them and make copies available. Use exhibitions and roadshows to publicise discussion / consultation papers where appropriate. Display information on noticeboards and public places where appropriate. Publicise discussion / consultation papers in Council magazine where publication dates allow. Publicise Local Plan updates via the website. Issue press and media release. Send letters and/or emails to Local Plan database of groups and individuals to invite comments. Make feedback information available on website. Brand the Local Plan to create identity and recognition Local Plan community reference groups Use social media to publicise consultations 	<ul style="list-style-type: none"> 'Hard to reach' community consultation work. Attend appropriate meetings of community groups. Hold workshops to focus on particular areas or issues where appropriate. One to one meetings with service providers to discuss service and infrastructure capacity issues where appropriate. Wider meetings with service providers to focus on particular issues where appropriate. Publish discussion / consultation papers (including on website), inviting comments on them and make copies available. Use exhibitions and roadshows to publicise discussion / consultation papers where appropriate. Display information on noticeboards and public places where appropriate. Publicise discussion / consultation papers in Council magazine where publication dates allow. Publicise Local Plan updates via the website. Issue press and media release. Send letters and/or emails to Local Plan database of groups and individuals to invite comments. Make feedback information available on website. Brand the Local Plan to create identity and recognition Local Plan community reference groups Use social media to publicise consultations

⁰ Statutory requirements for consultation from the Town and Country Planning (Local Development)(England) Regulations 2012

Summary of Community Involvement in the Local Plan

When	What we must do	What we may do
<p>Stage of preparation</p> <p>Proposed Submission document</p>	<p>Statutory requirements for consultation⁰</p> <ul style="list-style-type: none"> ● Proposed submission documents will be made available for inspection (includes website) and sent to the general and specific consultation bodies. ● Give notice by local advertisement. ● Any person may make a representation to the LPA during 6 weeks from the date of the notice. ● We must consider those representations. 	<p>Options for additional community involvement</p> <ul style="list-style-type: none"> ● 'Hard to reach' community consultation work. ● Attend appropriate meetings of community groups. ● Hold workshops to focus on particular areas or issues where appropriate. ● One to one meetings with service providers to discuss service and infrastructure capacity issues where appropriate. ● Wider meetings with service providers to focus on particular issues where appropriate. ● Publish proposed submission document (including on website), inviting comments on them and make copies available. ● Use exhibitions and roadshows to publicise proposed submission document where appropriate. ● Display information on noticeboards and public places where appropriate. ● Publicise proposed submission document in Council magazine where publication dates allow. ● Publicise Local Plan updates via the website. ● Issue press and media release. ● Send letters and/or emails to Local Plan database groups and individuals to invite comments. ● Make feedback information available on website.
<p>Submission</p>	<ul style="list-style-type: none"> ● Submitted documents and associated matters (including Sustainability Appraisal Report and Statements of Consultations and Public Participation) made available for inspection (includes website) and sent to relevant bodies. 	

Summary of Community Involvement in the Local Plan

When	What we must do	What we may do
Stage of preparation	Statutory requirements for consultation ⁽¹⁾	Options for additional community involvement
Examination	<ul style="list-style-type: none"> ● Give notice by local advertisement ● Notify anyone who requested to be notified on submission. <p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> ● Give notice by local advertisement. ● Publish details on the website. ● Notify people who made representations of the time and place of the examination and of the name of the person appointed to hold the examination. 	<ul style="list-style-type: none"> ● Publish hearing agendas on the website. ● Publish the Council's and representatives responses to the agenda on the website.
Recommendations	<ul style="list-style-type: none"> ● Make the inspectors recommendations available for inspection (includes website). ● Notify those people who have requested to be notified of the publication. 	
Adoption	<ul style="list-style-type: none"> ● Make adopted documents, adoption statement and sustainability report available for inspection (includes website). ● Give notice by local advertisement ● Notify anyone who requested to be notified of adoption. 	
Withdrawal / direction not to adopt / modification (where requested by the Secretary of State)	<ul style="list-style-type: none"> ● Publish a statement of the fact on the website. ● Give notice of the fact by local advertisement. ● Notify any body to which a copy of the proposed submission documents were requested. 	

Statutory requirements for consultation from the Town and Country Planning (Local Development)(England) Regulations 2012

Summary of Community Involvement in the Local Plan

When	What we must do	What we may do
Stage of preparation	Statutory requirements for consultation⁰	Options for additional community involvement
Supplementary Planning Documents (SPDs)		
Public Participation	<ul style="list-style-type: none"> ● SPD documents made available for inspection for a period of 4-6 weeks (includes web) and sent to statutory bodies along with the consultation statement and any supporting documents. ● Give notice by local advertisement. ● Any person may make a representation to the LPA about the SPD within the 4-6 week period from the date of the notice. ● We must consider those representations in the creation of the SPD. 	<ul style="list-style-type: none"> ● Consider holding meetings and workshops with those with close interest in the SPD subject, for example, if an area specific SPD, Parish Councils and Residents' Associations. ● Consider need for 'hard to reach' community work. ● Where appropriate publicise consultation document in Council Magazine where timing of publication allows. ● Send letters and / or emails to appropriate groups and individuals on Local Plan Database to invite comments. ● Keep those who have made representations informed of progress. ● Use social media to publicise consultations
Adoption	<ul style="list-style-type: none"> ● Adopted document, adoption statement and statement of representations made available for inspection (includes website). ● Send adoption statement to any person who has asked to be notified of the adoption of the SPD. 	

Summary of Community Involvement in the Local Plan

When	What we must do	What we may do
<p>Stage of preparation</p> <p>Withdrawal / direction not to adopt / modification (where requested by the Secretary of State)</p>	<p>Statutory requirements for consultation⁰</p> <ul style="list-style-type: none"> ● Publish a statement of the fact on the website. ● Give notice of the fact by local advertisement. ● Notify any body to which a copy of the proposed submission documents were requested. 	<p>Options for additional community involvement</p>

Table 5.1

Statutory requirements for consultation from the Town and Country Planning (Local Development)(England) Regulations 2012