

Rugby Borough Council

Statement of Community Involvement



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2019

Rugby Borough Council

Statement of Community Involvement 2019

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1. Introduction

This chapter contains the following sections:

- Purpose of the Statement of Community Involvement
- Structure of Document

1.1. Purpose of the Statement of Community Involvement

- Planning helps define the places where people live, work and play. It affects all of us directly and indirectly. Everyone should have the chance to be involved in the planning process, and make a difference in shaping the environment around us.
- This Statement of Community Involvement (SCI) sets out who Rugby Borough Council (as the local planning authority for the Borough of Rugby) will engage with on the preparation of planning documents, and how and when they will be engaged.
- The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in planning. This Council first adopted a SCI in September 2007, in line with section 18 of the Planning and Compulsory Purchase Act 2004. The SCI has been subject to updates in 2015 and 2019 to comply with new legislation.
- The SCI is about how you can get involved in the plan making process in Rugby Borough. This includes policy formulation, such as Local Plans, Supplementary Planning Documents, Neighbourhood Plans and the Community Infrastructure Levy.

1.2. Structure of Document

The following sections are included in this document:

- 'Context'
 - Sets out the relevant national policy and regulations.
 - Provides an overview of the Plan Making System
- 'Community Involvement in Plan Making'
 - Provides an overview of the process, and what is required in relation to Local Plans, Supplementary Planning Documents, Neighbourhood Plans and the Community Infrastructure Levy. This section also includes a section on Consultation Strategies.
- 'Statement of Community Involvement Review'
 - Sets out under what circumstances the SCI may be reviewed.
- Appendices
 - Set out the bodies the Council is required to engage with in preparing local planning documents.

2. Context

The following chapter provides an overview of the relevant legislation that is applicable to the preparation of Local Development Documents (LDD). It also provides a brief outline of each of the LDDs that the Council have adopted or will be preparing in the future.

This chapter contains the following sections:

- Planning Policy:
 - Planning and Compulsory Purchase Act 2004
 - Localism Act 2011
 - National Planning Policy Framework (February 2019)
 - The Town and Country Planning (Local Plan) (England) Regulations 2012
 - Neighbourhood Planning Regulations 2012
 - Neighbourhood Planning Act 2017
 - The Community Infrastructure Levy Regulations 2010 (as amended)
- Overview of the plan making process:
 - Local Development Scheme
 - The Development Plan
 - Supplementary Planning Documents
 - Neighbourhood Planning
 - Community Infrastructure Levy
 - Sustainability Appraisals and Strategic Environmental Assessment
 - Annual Monitoring Report

2.1. Planning Policy

The following documents set out statutory requirements in terms of engagement with different groups and the consultation processes.

2.1.1. Planning and Compulsory Purchase Act 2004

This Act sets out the key requirements in the preparation of LDDs. It says that in preparing local planning documents, the Local Planning Authority must have regard to:

- National policy and guidance
- The community strategy and any LDD which has been prepared by an authority
- The Statement of Community Involvement
- An appraisal of the sustainability of the proposals in each document (and produce a report of the findings of the appraisal).

2.1.2. Localism Act 2011

The Localism Act introduced a number of changes to national policy which apply to consultation on planning applications and the preparation of local plans:

- Duty to Co-operate. The Act establishes the duty to co-operate in relation to the planning of sustainable development. It requires a local planning authority to engage constructively, actively and on an on-going basis on strategic matters with other local planning authorities and designated bodies.

- Neighbourhood Planning. The Act introduced a new tier of planning policy documents known as neighbourhood development plans (NDPs). Parish and Town Councils are able to instigate the preparation of a NDP for all or part of their area. The local planning authority has a duty to support the preparation of such a plan, including the appointment of a person to examine the document and hold a referendum. Any NDP needs to conform with the strategic elements of the adopted local plan and national policy.

2.1.3. **National Planning Policy Framework (February 2019)**

The National Planning Policy Framework (NPPF) sets out the government's planning policies for England and how these are expected to be applied. It identifies the following roles for the planning system:

- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth, including the provision of infrastructure.
- Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of future generations, and creating a high quality environment with accessible local services that reflect the community's needs.
- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.

The NPPF promotes a plan-led system, and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.

The NPPF sets out that local planning authorities should approach taking decisions on planning applications in a positive way to help the deliver sustainable development, should look for solutions rather than problems, and should work proactively with applicants to secure development that improves the economic, environmental and social conditions of an area.

2.1.4. **The Town and Country Planning (Local Plan) (England) Regulations 2012**

The Town and Country Planning (Local Plan) (England) Regulations 2012 set out revised procedural arrangements for preparing development plans (often known as local plans) and supplementary planning documents (SPDs), and specifies certain bodies that Local Planning Authorities must engage with in the preparation of planning policy documents.

2.1.5. Neighbourhood Planning Regulations 2012

The Neighbourhood Planning (General) Regulations 2012 contain the provisions for neighbourhood planning, introduced by the Localism Act. This includes the procedures for setting up neighbourhood areas and forums and for preparing neighbourhood development plans, neighbourhood development orders and community right to build orders.

2.1.6. The Neighbourhood Planning Act 2017

The Neighbourhood Planning Act 2017 amends part of the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004. Among other changes it allows a local planning authority to modify a NDP, with the consent of the qualifying body as long as changes don't materially affect the policies within the plan. The qualifying body is the organisation which prepares the NDP for a particular area, for example a Parish Council or a Town Council.

2.1.7. The Community Infrastructure Levy Regulations 2010 (as amended)

The Community Infrastructure Levy (CIL) Regulations 2010 set out the provisions for CIL, which was introduced by the Planning Act 2008. This includes the procedures and the bodies to be consulted during the preparation of a CIL.

2.2. Overview of the plan making process

2.2.1. Local Development Scheme

The Local Development Scheme (LDS) sets out the future programme (including details of various stages) for preparing and reviewing each document relating to the local plan and any SPDs. The LDS is reviewed regularly; the latest version of the LDS is available to view on the Council's website: https://www.rugby.gov.uk/downloads/file/484/local_development_scheme

2.2.2. The Development Plan or Local Plan

A local plan comprises a set of documents that set out the local planning authority's policies and proposals for the development and use of land in the authority's area. The local plan guides and informs day-to-day decisions as to whether or not planning permission should be granted. It also sets out a vision of how the region should develop in a sustainable way. The determination of planning applications must be made in accordance with the adopted local plan, unless material considerations indicate otherwise. It should therefore be referenced when commenting on a planning application.

Local plans also have the potential to include any emerging NDPs.

2.2.3. Supplementary Planning Documents (SPD)

A SPD is a document which adds further detail to policies in a local plan. They can be used to provide additional guidance on the development of a specific site or on a particular

issue such as parking or design. SPDs are a material consideration in determining planning applications, but do not form part of the local plan and cannot introduce new policies.

2.2.4. Neighbourhood Planning

The Localism Act 2011 introduced a new right for local communities to draw up NDPs for their areas. Neighbourhoods can also grant planning permission through specific neighbourhood development orders or community right to build orders.

NDPs are required to reflect strategic policies in an up to date local plan, and should plan positively to support those policies. A NDP should not promote less development than is set out in the local plan. A local planning authority has a duty to support the preparation of an NDP, although is not involved in all stages of preparation.

The preparation of a NDP is optional, however, the Council, as the local planning authority, has a significant role in managing the formal stages of the preparation process and ensuring that the Neighbourhood Planning Regulations are complied with.

The Neighbourhood Planning Act 2017 introduced the requirement for local planning authorities to include into their SCI how they will discharge their duty to assist in the preparation of NDPs. The Council currently endeavours to build positive working relationships with all neighbourhood plan groups and qualifying bodies and encourages groups to share drafts of their NDPs from an early stage to offer advice on whether their emerging plan conforms with local and national policies.

Neighbourhood Development Plan Stage	Qualifying Body Role (Parish or Town Council; neighbourhood forum; or community organisation)	the Council Support and Advice
Draft NDP Preparation	<ul style="list-style-type: none"> • Secure government funding grants; • Appoint a planning consultant (optional); • Develop vision, aims and objectives; • Initial evidence gathering; • Carry out initial consultation; • Prepare the draft NDP 	<ul style="list-style-type: none"> • Guidance and interpretation on the legislation that sits around NDPs; • Advice and informal views on whether draft NDP policies are in general conformity with local and national policies; • Where possible sharing of evidence and information; • Prepare maps where resources allow; • Guidance and help interpreting information on economic and housing need and methodologies for assessing potential sites; • Providing guidance and contact information for statutory bodies

Pre-Submission Draft NDP (Regulation 14)	<ul style="list-style-type: none"> • Consult for a minimum 6 week period; • Determine if a strategic environmental assessment (SEA) is required • Consider the comments and amend the NDP; • Prepare the consultation statement 	<ul style="list-style-type: none"> • Complete the SEA Screening for the NDP; • Provide guidance and contact information for statutory bodies;
Submission of the NDP (Regulation 16)	<ul style="list-style-type: none"> • Prepare and submit the NDP and supporting documents to the Council 	<ul style="list-style-type: none"> • Advise on the assessment of the NDP for compliance with the statutory requirements; • Undertake a minimum 6 week consultation on the submitted NDP.
Examination, Referendum & Making the NDP	<ul style="list-style-type: none"> • Agree on the choice of Examiner; • Consider the Examiner's recommendations and make changes to the NDP; • Raise awareness of the referendum; • Make documents available locally 	<ul style="list-style-type: none"> • Make arrangements and oversee the independent examination of the NDP; • Publish the Examiner's recommendations; • Assist in making the recommended changes to the NDP; • Undertake further consultation where necessary; • Organise the referendum; • Provide publicity and guidance on the referendum; • Publish the referendum results; • Make the NDP and issue a decision notice to that effect

2.2.5. Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that allows local authorities in England and Wales to raise funds from most types of new development in their area to fund essential infrastructure. Local authorities who decide to introduce a CIL are known as charging authorities and must produce a charging schedule which sets out the levy rate(s) that the local authority will charge for different land uses in different areas of the local authority's area. The rate is charged per square metre. The Community Infrastructure Regulations 2010 (as amended) set out the procedure that charging authorities must follow prior to adopting a charging schedule. Any review of the charging schedule will also be subject to consultation.

2.2.6. Sustainability Appraisals and Strategic Environmental Assessment

Sustainability appraisals (SA) and strategic environmental assessments (SEA) are used to inform the production of a local plan. These documents are both a legal requirement and

part of a test of soundness of the local plan. The SA/SEA can also be used to inform the production of SPDs. Neighbourhood development plans will also be required to undertake the SEA process.

European legislation also requires the Council to undertake SEAs of planning documents in order to assess the potential impact of proposals on the environment.

For each SA the Council will assess the likely impacts of draft policies and potential development sites against a series of social, economic and environmental criteria, highlighting the issues raised by the SEA.

The SA for each document will be started at an early stage and amended as the document is progressed. This should ensure that the likely impacts of policies and proposals are taken into account from the beginning. The process will enable changes to be made in the light of the predicted impacts before the document is finalised.

The Council will consult the local community on its SAs and involve key stakeholders in their preparation.

The Planning Act 2008 removed the compulsory requirement for a SA for a SPD.

2.2.7. Authority Monitoring Report

Authority Monitoring Reports (AMR) are an important component of the planning system. The Council is required to publish an AMR annually.

The Planning and Compulsory Purchase Act 2004 and the Localism Act 2011 require the Council to monitor the implementation of the LDS and the achievement of the policies set out in LDDs. The Council will continue to produce monitoring information for public information on an annual basis for the preceding financial year. The Council has discretion to choose what targets and indicators to include in its monitoring provided that the monitoring is undertaken in accordance with relevant UK and EU legislation.

The AMR is a useful document for the local community to refer to when considering if, or how, the Council's planning policies should be changed. It will be prepared with technical information from various Council departments and from technical experts in other organisations.

In Rugby, the AMR is published annually and is available to view on the Council's website.

Community Involvement in Plan Making

This chapter contains the following sections:

- Consultation strategy
- Types of consultation
- Who we will consult
- How can you get involved:
 - Local plan
 - Supplementary planning documents
 - Neighbourhood planning
 - Community Infrastructure Levy

2.3. Consultation Strategy

2.3.1. It is envisaged that for a local plan and each SPD prepared by the Council, that a specific consultation strategy will be produced. This will set out in more detail the:

- Nature of the document being prepared
- Purpose of the consultation
- Nature of issues that need to be consulted upon
- Who should be consulted
- Why we are consulting them
- How they should be consulted
- When they should be consulted
- Accessible and inclusive consultation
- How comments will be taken into account
- How the consultation will be reported

2.3.2. Each consultation strategy (see Appendix 6: 'Example Template for Consultation Strategy') will vary depending on the nature of the document being prepared, as relevant policies may have Borough wide implications, or be site specific or topic specific. In all cases, the nature of consultation will need to be proportionate, and tailored accordingly.

2.3.3. The preparation of a local Plan and SPDs involves a number of stages, therefore, the consultation strategy will have to reflect the relevant document preparation stage. For each individual consultation stage, a short consultation mandate will be produced. This will explain in simple terms, the purpose of the consultation, the process, and what happens afterwards.

2.4. Types of Consultation

2.4.1. As set out above, there are a range of ways in which the Council will seek to engage with relevant bodies and the local community in the preparation of planning documents. The Council will seek to use a diverse range of communication methods in order to ensure inclusive consultation. The consultation methods used are set out in further detail in Appendix 5: 'Local Development Documents - types of consultation', though it should be

noted, that this is not a comprehensive list. There may be other suitable methods, which would be set out in the relevant consultation strategy.

2.4.2. In considering appropriate methods of consultation, there may be lessons that can be learnt from previous consultations, together with the need to consider issues that the target population may face, such as methods, venues and times. For example, previous consultations have raised concerns regarding consultations during holiday periods. Therefore, where possible (depending on the consultation stage and whether there are any consultation requirements set out in law), consideration will be given to allowing extra time for consultations, avoiding consultations during holiday periods and/or holding evening exhibitions. Whilst consultation material will be available electronically and the Council will seek to utilise the latest technology, we will also, where possible, make hard copies available in the Council offices and local libraries.

2.4.3. The progress of documents being prepared can be followed by checking the Council website https://www.rugby.gov.uk/info/20004/planning_strategy

2.5. Who we will consult

2.5.1. Aside from any statutory consultation required by law, the nature and extent of consultation and who is involved will depend on the subject matter of the document being prepared. In identifying who should be consulted, it is necessary to consider:

- The need to reach a cross-section of the community in relation to social and economic status, age, disability, gender, marriage and civil partnership, pregnancy and maternity, race and ethnicity, religion or belief, sex, sex reassignment, sexual orientation and literacy.
- The roles of consultees: are they enablers, partners, funders, decision makers?
- How much time people have to contribute to the process.
- The nature of consultees: are they professionals, inexperienced, individuals, or representatives of a group?
- What sector a consultee falls within: public, private, voluntary or community?
- Whether consultees are directly or indirectly affected.

2.5.2. As the preparation of documents is a public process, representations cannot be treated as confidential. However, we will not publish personal information such as postal or email addresses (although any comments submitted must include the name and address of the correspondent, as we are unable to accept anonymous comments).

2.5.3. All personal information submitted to the Council during a consultation will be managed in line with the Council's latest privacy notice. The privacy notice for the Planning and Enforcement Service can be viewed at https://www.rugby.gov.uk/info/20030/information_and_data/388/privacy/3

2.5.4. **Adjoining Authorities**

The NPPF, Localism Act 2011 and The Town and Country Planning (Local Plan) (England) Regulations 2012 contain the requirement to co-operate on planning issues that cross administrative boundaries. As part of this requirement, there are certain 'duty to co-operate' bodies that the Council must engage with. These are listed in Appendix 1: 'Local Development Documents - duty to co-operate bodies'.

2.5.5. As part of the consultation process, at the early stages of document preparation, we will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to engage with and how. This may also provide an opportunity for joint working and establishing a shared evidence base. This will usually be undertaken by either a letter or email with meetings as appropriate. Ultimately this engagement may lead to the production of a statement of common ground which assists in demonstrating that the duty to co-operate has been complied with.

2.5.6. **Statutory Bodies**

In the preparation of LDDs, there are regulations which require various stages to be followed. These set out when consultation should take place and certain bodies that are required to be consulted and engaged with in the preparation of LDDs (these bodies are listed in Appendix 2: 'Local Development Documents - specific and general consultation bodies'). Some of these organisations overlap with the 'duty to co-operate' bodies.

2.5.7. In the preparation of LDDs, SA/SEAs may be required. As part of the scoping work on the SA/SEA we will consult Natural England, English Heritage and the Environment Agency.

2.5.8. Similarly, there are relevant bodies that should be consulted in the preparation of NDPs and the Community Infrastructure Levy. These bodies are listed in Appendix 3: 'Neighbourhood Development Plans - consultation bodies' and Appendix 4: 'Community Infrastructure Levy - consultation bodies'.

2.5.9. In engaging with consultation bodies, relevant documentation will be sent out by email and/or letter. Meetings, exhibitions and workshops will be held where appropriate. Where appropriate, the information will also be available to view on the Council's website www.rugby.gov.uk/planning.

2.5.10. **General Consultation Bodies**

The Town and Country Planning (Local Plan) (England) Regulations 2012 also require consultation with 'general consultation bodies' which comprise:

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of:
 - different racial, ethnic or national groups in the authority's area;
 - different religious groups in the authority's area;
 - disabled persons in the authority's area; and
 - persons carrying on business in the authority's area.

2.5.11. Local Community

The level and type of consultation needs to be proportionate to the nature of the document being prepared. It is not always appropriate to send a notification to every resident or property within the Borough, where for example, a plan relates to specific geographical areas within the Borough.

The Council holds a consultation database of those who have 'opted-in' to certain planning policy consultations. There is also a separate consultation database for Neighbourhood Development Plans. Data is managed in accordance with the Council's privacy notice. In addition a dedicated neighbourhood development plans inbox has been created for receipt of responses - neighbourhoodplans@rugby.gov.uk.

There are a number ways in which we engage with the local community:

- Depending upon the consultation in question, we will send out notification by email and/or letter to those who are listed in the relevant consultation database, and hold exhibitions and workshops where appropriate. This will be informed by the relevant consultee database. We will also place statutory and non-statutory advertisements in the local press and issue press releases to the media as appropriate.
- Where appropriate and/or required the information will also be available to view on our website www.rugby.gov.uk/planning.
- Hard copy documents are generally available at Rugby Town Hall and local libraries.

2.5.12.

At any stage you can request to be added or removed from one or both of our consultation databases by contacting:

Email: localplan@rugby.gov.uk

Phone: 01788 533631

Post: Development Strategy, Rugby Borough Council, Evreux Way, Rugby, CV21 2RR.

2.6. How can you get involved?

2.6.1. Consultation responses are accepted electronically (via an online form if available), by e-mail and by post. Verbal representations by telephone cannot be treated as a formal representation. As the preparation of documents is a public process, representations cannot be treated as confidential. Whilst we welcome and encourage comments, it is difficult to find solutions that satisfy everyone, but we do listen and seriously consider all comments and suggestions that are put forward in response to consultations.

2.7. The Council encourages respondents to reference a specific policy or proposal when responding to consultation documents. This is because general comments cannot always be attributed to a specific policy or proposal, which may then undermine the point a respondent was trying to make. Submitting multiple representations on the same topic carries no greater

weight than submitting a single representation on that topic. The Council considers all individual issues raised so an issue raised multiple times is given the same consideration as an issue raised only once. The Council is unable to respond to specific questions raised within a representation. The appropriate method for specific questions is to submit an enquiry to the Development Strategy team using the contact details above.

2.7.1. Following each stage of public consultation we will:

- Give full consideration to all representations received and engage in further discussions where this will assist the Council in developing the document.
- Make all responses received on the consultation publicly available via a consultation portal and/or the Council's website. We will not publish personal information such as postal addresses and email addresses (although any comments submitted must include the name and address of the correspondent, as we are unable to accept anonymous comments).
- Produce a consultation statement (in accordance with the relevant regulations), which will be made available on our web site and set out the consultation we have undertaken:
 - Who we invited to make representations
 - How we invited them to make representations
 - A summary of the main issues raised during the consultation
- Comments will not be replicated in full in any summary document. Each summary seeks to include the key points from the representations.
- Produce a consultation report (for either an SPD or the Issues and Options/Preferred Option stages of the local plan process), which will be made available on our web site, detailing:
 - a summary of the key issues raised through the consultation responses
 - How we have dealt with the consultation responses and how they have affected the document that is the subject of the consultation
- Where the Council has produced a background paper to support a stage of the local plan process or the preparation of another document, we will endeavour to make clear where issues that have been raised during the consultation have been taken into account.

2.7.2. Where a meeting with consultees is held, a minute of the meeting will be made and circulated to those in attendance.

2.7.3. Where workshops are held, the key outcomes will be summarised and published on the web site and/or circulated to those who attended.

2.8. Consultation Process

2.8.1. The following tables provide details of the various stages of preparing planning documents. Each table focuses on a different LDD that the Council is currently preparing or will be working on in the future, splits the process into stages, identifies which regulations apply to each stage, and outlines how the public can get involved. The section also provides details relating to the current stage that the Council is at with each plan. **community involvement opportunities are identified in the shaded box.*

2.8.2. New Local Plan

2.8.3. The Rugby Borough Council Local Plan 2011-2031 was adopted in June 2019 and supersedes the previous Core Strategy. The Local Plan contains policies to guide future development in the Borough, and will be used when the Council determines planning applications. Further it identifies allocated land for particular uses such as housing, employment and open space.

2.8.4. The notification of adoption and the adoption statement have been published on the Council's website. All statutory bodies and Parish Councils have been notified. All those who have responded to the consultation at an earlier stage and requested to be notified have been notified.

2.8.5. Members of the public can view the adoption statement online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.

2.8.6. As the Rugby Borough Council Local Plan 2011-2031 has been adopted, representations are not invited at this time.

2.8.7. Supplementary Planning Documents

Currently three adopted SPDs - which were prepared to support the superseded Core Strategy - exist:

- Rugby Borough Planning Obligations SPD (2012)
- Rugby Borough Sustainable Design and Construction SPD (2012)
- Rugby Borough Housing Needs SPD (2012)

All three will be reviewed following adoption of the Rugby Borough Council Local Plan 2011-2031.

In addition the following new SPDs are proposed to be produced in support of the Rugby Borough Council Local Plan 2011-2031:

- South West Rugby SPD
- Air Quality SPD
- Coton Park East SPD

SPDs are not part of the Rugby Borough Council Local Plan 2011-2031, however they are a material consideration in determining planning applications. They provide additional guidance on matters within the Rugby Borough Council Local Plan 2011-2031.

2.8.8. The following table provides an overview of the preparation stages for a new SPD:

Stage	Regulation	Description
Strategic Environmental Assessment Scoping	Environmental Assessment of Plans and Programmes Regulations 2004: <ul style="list-style-type: none"> • Regulation 5(6) 	A SEA is required where a document may have a significant environmental impact. A scoping exercise has to be carried out to assess whether the document is likely to have a significant impact.
	Document will be published on Council's website once complete. All statutory bodies are consulted. All representations made must be taken into account.	
Public Participation	The Town and Country Planning (Local Planning) (England) Regulations 2012: <ul style="list-style-type: none"> • Regulations 12 and 13 	<p>This stage is where the Council has to consult on the draft SPD it has prepared. Consultation lasts for a minimum of 4 weeks.</p> <p>At this stage the final SEA screening or full SEA (if required) is also published. Following the consultation the Council produces a statement (referred to as the 'Regulation 12(a) Statement') setting out:</p> <ul style="list-style-type: none"> • The persons consulted; • A summary of the main issues raised; and • How any issues raised have been taken into account <p>After reviewing any responses received, the Council will consider the need for any further consultation, which may relate to a specific topic only.</p>
	<p>Documents will be published on the Council's website for consultation. All statutory bodies are consulted. All parish councils are consulted. All those on the consultation database are consulted. The consultation will be advertised in the local paper. Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document. Representations can be made by email, via the online form (if used), or by post. Members of the public can also make representations via their elected member. All representations made must be taken into account.</p> <p>Following completion of the consultation the regulation 12(a) statement will be made available on the Council's website.</p>	

Adoption	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 14 	<p>Following consultation, and consideration of representations, the SPD will be taken to full Council for a decision to be made on whether it can be adopted.</p> <p>Once a document is adopted, notification of adoption and the adopted documents will be placed on the Council's website and made available in local libraries and Rugby Town Hall. The Council will also send a copy of the adoption statement to any person who has asked to be notified of the adoption of the SPD.</p>
	<p>Documents will be published on the Council's website. All those who have requested to be notified of adoption will be sent a copy of the adoption statement.</p> <p>Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.</p> <p>Representations are not invited at this stage</p>	

2.8.9. Neighbourhood Planning

The Council currently has one made Neighbourhood Development Plan, with several more being produced. More information on this can be seen on the Council's website at www.rugby.gov.uk/planning.

2.8.10. The procedures set out below are the minimum consultation requirements in accordance with the Neighbourhood Planning Regulations. In cases where the body applying to designate an area is not a Parish Council there is an additional step which requires consultation on the designation of a Neighbourhood Forum.

Stage	Regulation	Description
Publicising an Area Application	<p>The Neighbourhood Planning (General) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 6 	<p>Regulation 6 sets out the requirements for the Council to publicise a neighbourhood area application on their website. The Council must also publicise in any other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates. The Council must make the following publicly available on their website:</p> <ul style="list-style-type: none"> • a copy of the area application; • details of how to make representations; and

		<ul style="list-style-type: none"> the date by which those representations must be received, being not less than 6 weeks from the date on which the area application is first publicised. <p>In line with the Neighbourhood Planning Act 2017 if the application for a neighbourhood area is from a Parish Council and seeks to designate the whole Parish Council's area then the Council can designate this area without the need for consultation.</p>
	<p>Documents will be published on the Council's website for consultation. All statutory bodies are consulted. All parish councils are consulted. All those on the neighbourhood planning consultation database are consulted. The consultation will be advertised in the local paper. Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document. Representations can be made my email, via the online form (if used), or by post. Members of the public can also make representations via their elected member. All representations made must be taken into account.</p>	
Publicising a Designation of a Neighbourhood Area	<p>The Neighbourhood Planning (General) Regulations 2012 (as Amended):</p> <ul style="list-style-type: none"> Regulation 7 	<p>Regulation 7 requires that as soon as possible after designating a neighbourhood area, the Council must publish in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area, the following on their website:</p> <ul style="list-style-type: none"> the name of the neighbourhood area; a map which identifies the area; and the name of the relevant body who applied for the designation. <p>If the application for the neighbourhood area is refused, then the Council must publish the 'decision statement' which must set out the reasons for refusing the application, together with details of where the decision statement can be inspected.</p>
	<p>Notification of the designation will be published in the local paper and on the Council's website. All those who have requested to be notified of the designation will be notified.</p>	

Publicising Plan Proposal	a	<p>The Neighbourhood Planning (General) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 16 	<p>Regulation 16 sets out the action that the Council must take once a NDP is submitted by a qualifying body. As soon as possible after the Council has received a NDP; it must publish the proposals for a minimum of 6 weeks and in such other manner as they consider is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area, and publicise the following on their website:</p> <ul style="list-style-type: none"> • details of the plan proposal; • details of where and when the plan proposal may be inspected; • details of how to make representations; • a statement that any representations may include a request to be notified of the Council's decision under regulation 19 in relation to the Neighbourhood Development Plan; and • the date by which those representations must be received, being not less than 6 weeks from the date on which the plan proposal is first publicised; and • notify any consultation body which is referred to in the consultation statement submitted in accordance with regulation 15, that the plan proposal has been received.
	<p>Documents will be published on Council's website for consultation. All statutory bodies are consulted. All parish councils are consulted. All those on the neighbourhood planning consultation database are consulted. All those who have requested to be notified of the plan submission and all those people listed in the consultation statement will be notified. The consultation will be advertised in the local paper. Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document. Representations can be made my email, via the online form (if used), or by post. Members of the public can also make representations via their elected member. All representations made must be passed onto the independent examiner and all must be taken into account.</p>		

Publication of the Examiner's Report and Plan Proposal Decisions	The Neighbourhood Planning (General) Regulations 2012: <ul style="list-style-type: none"> Regulation 18 	<p>Following the receipt of the examiner's report, the Council must make a decision on how to proceed with the NDP. As soon as the Council has made a decision on the proposed Neighbourhood Development Plan, the Council must publish:</p> <ul style="list-style-type: none"> the decision and their reasons for it, details of where and when that decision statement may be inspected; and the report made by the examiner. <p>These should be published on the Council's website and in such other manner as they consider is likely to bring the decision statement and, as the case may be, the report to the attention of people who live, work or carry on business in the neighbourhood area.</p>
	The Examiner's Report and Plan Proposal Decisions will be published in the local paper and on the Council's website.	
Referendum	The Neighbourhood Planning (Referendums) (Amendment) Regulations 2014	If the neighbourhood plan is approved by Council, with modifications if required, it is taken to referendum. The referendum is organised by the Council.
	The Council publishes an information statement and a notice of referendum Polling takes place (in a business area an additional referendum is held) The results are declared	
Decision on a Plan Proposal	The Neighbourhood Planning (General) Regulations 2012: <ul style="list-style-type: none"> Regulation 19 	<p>As soon as possible after deciding to make a NDP or refusing to make a NDP, the Council must publish on their website and in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area:</p> <ul style="list-style-type: none"> a statement setting out the decision and their reasons for making that decision; details of where and when that decision statement may be inspected; and <ul style="list-style-type: none"> send a copy of the decision statement to: <ul style="list-style-type: none"> the qualifying body; and any person who asked to be notified of the decision.
	<p>The decision will be published on the Council's website. Notification will also be made to all those living or working in the neighbourhood area, for example, via the local newsletter, on the parish notice board, or by letter (if necessary). All those who have requested to be notified of the plan being made will be notified.</p>	

Publicising a Neighbourhood Development Plan	The Neighbourhood Planning (General) Regulations 2012: <ul style="list-style-type: none"> • Regulation 20 	As soon as possible after making a NDP, the Council must: Publish on their website and in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area: <ul style="list-style-type: none"> • the neighbourhood development plan; and • details of where and when the neighbourhood development plan may be inspected; and • notify any person who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected.
	The Neighbourhood Development Plan will be published on the Council's website. Notification will also be made to all those living or working in the neighbourhood area, for example, via the local newsletter, on the parish notice board, or by letter (if necessary). All those who have requested to be notified will be notified.	

2.8.11. Community Infrastructure Levy

The Council has previously carried out some work on their CIL and reached the preliminary draft charging schedule stage. Following the adoption of the Rugby Borough Council Local Plan 2011-2031 the Council will progress with the next stage of CIL.

2.8.12. The following table provides an overview of the preparation stages:

Stage	Regulation	Description
Preliminary Draft Charging Schedule	The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013: <ul style="list-style-type: none"> • Regulation 15 	The Council must prepare a Preliminary Draft Charging Schedule for public consultation which sets out the proposed levy rates informed by evidence based studies. When consulting on the preliminary draft charging schedule the Council must send a copy of the preliminary draft charging schedule to each of the consultation bodies and invite representations.
	Documents will be published on the Council's website for consultation, the consultation will be advertised in the local paper and members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document. The bodies below will be consulted and will be sent a copy of the preliminary draft:	

	<ul style="list-style-type: none"> Local Authorities and County Councils which adjoin the boundary of the Borough; Such of the following as the charging authority consider appropriate: All statutory bodies All parish councils in the Borough; All those on the consultation database are consulted. <p>Representations can be made by email, via the online form (if used), or by post. Members of the public can also make representations via their elected member.</p> <p>All representations made must be taken into account.</p>	
Publication of a Draft Charging Schedule and Examination	<p>The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013:</p> <ul style="list-style-type: none"> Regulations 16 and 17 Regulation 21 	<p>Before submitting a draft Charging Schedule for examination, the Council must publish the draft charging schedule, appropriate evidence on infrastructure delivery, including funding mechanisms, economic viability and a statement of the representations procedure in accordance with Regulation 16. The Community Infrastructure Levy Guidance (April 2013) states that it is 'good practice to allow at least a six week period for consultation, and longer if the issues under consideration are particularly complex.'</p> <p>Any person may make representations about a draft Charging Schedule and that person must be heard before the examiner at the Community Infrastructure Levy examination, if they have requested to be heard and the request has been made as set out in Regulation 21.</p>
	<p>Documents will be published on the Council's website for consultation, the consultation will be advertised in the local paper and members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.</p> <p>All of the below will be consulted and will be sent a copy of the draft charging schedule:</p> <ul style="list-style-type: none"> Local Authorities and County Councils which adjoin the boundary of the Borough; Such of the following as the charging authority consider appropriate: All statutory bodies All parish councils in the Borough; All those on the consultation database are consulted. 	

	<p>Representations can be made by email, via the online form (if used), or by post. Members of the public could also make representations via their elected member.</p> <p>Representations may be accompanied by a request to be notified at a specified address of:</p> <ul style="list-style-type: none"> • The fact that the draft charging schedule has been submitted to the examiner; • The publication of the recommendations of the examiner and the reason for those recommendations; and • The approval of the charging schedule by the Council. <p>All representations must be passed on to the independent examiner to be taken into account.</p>	
<p>Modifications to the Draft Charging Schedule after Publication</p>	<p>The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013:</p> <ul style="list-style-type: none"> • Regulations 11 and 19 • Regulation 15 	<p>Where any modifications are made, the relevant regulations require the Council to produce a ‘statement of modifications’ (as set out in Regulations 11 and 19) and to allow requests to be heard on the modifications to be made within a period of four weeks. The Council should take the steps considered necessary to inform those persons invited to make representations under Regulation 15 that the statement of modifications has been published.</p>
	<p>Documents will be published on the Council’s website for consultation, the consultation will be advertised in the local paper and members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.</p> <p>All of the below will be consulted and will be sent a copy of the draft charging schedule:</p> <ul style="list-style-type: none"> • Local Authorities and County Councils which adjoin the boundary of the Borough; • Such of the following as the charging authority consider appropriate • All statutory bodies • All parish councils in the Borough; • All those on the consultation database are consulted. <p>Representations can be made by email, via the online form (if used), or by post. Members of the public can also make representations via their elected member.</p> <p>All representations must be passed on to the independent examiner to be taken into account.</p>	

Submission	<p>The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013:</p> <ul style="list-style-type: none"> • Regulation 19 	<p>This stage is where the Council has to send all documentation to an independent examiner for examination, including any consultation responses received to the public consultation. The Council also has to submit a statement (referred to as the 'Regulation 19(b) Statement') setting out:</p> <ul style="list-style-type: none"> • The number of representations received; and • A summary of the main issues raised.
	<p>As soon as practicable after the Council has submitted a draft charging schedule to the examiner, the Council must publish on its website:</p> <ul style="list-style-type: none"> • the draft charging schedule • copies of any representations made where it is practicable to publish • a statement of the fact that a copy of the draft charging schedule and each of the representations made are available for inspection and of the places at which they can be inspected. <p>The Council must also give notice to those persons who requested to be notified of the submission of the draft charging schedule to the examiner that the draft has been submitted.</p>	
Examination, Examiners Recommendations and Publication of Charging Schedule.	<p>The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013:</p> <ul style="list-style-type: none"> • Regulations 20-25 	<p>A charging schedule must be examined in public by an independent person (usually a planning inspector) appointed by the Council. Any person requesting to be heard at the examination must be heard in public.</p> <p>The Council must publish the examiner's recommendations and as soon as practicable after the approval of the charging schedule (by the Council, having regard to the examiner's recommendations), the Council will publish the charging schedule on its website and give notice by local advertisement of the approval of the charging schedule and notify those interested parties of the same.</p>
	<p>All those who have previously made representations can be present at the examination.</p> <p>Documents will be published on the Council's website, a notification will be put in the local paper and members of the public can view documents</p>	

online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.

All those who requested to be notified will be notified.

Representations are not invited at this stage.

3. Statement of Community Involvement Review

3.1. The SCI will be kept under review and updated where necessary if significant changes occur, such as changes in:

- Groups we engage with
- Consultation methods
- Legislation
- Council protocol and the Council's committee structure
- Technology
- Results of the review of consultations, including the effectiveness of consultation methods in engaging particular groups

4. Appendix

1. Local Development Documents - duty to co-operate bodies
2. Local Development Documents - specific and general consultation bodies
3. Neighbourhood Plans - consultation bodies
4. Community Infrastructure Levy - consultation bodies
5. Local Development Documents - types of consultation
6. Example Template for Consultation Strategy

Appendix 1: Local Development Documents - duty to co-operate bodies

The Town and Country Planning (Local Plan) (England) Regulations 2012 defines 'duty to co-operate' bodies that the Council must engage with during the different stages of local development document preparation.

The Council will engage with the following (where relevant):

- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority (as the Borough of Rugby does not contain any Secretary of State Aerodromes it may not always be relevant to consult with the Civil Aviation Authority)
- Homes England
- Office of Rail and Road
- Highway authorities, including Highways England
- Coventry and Warwickshire Local Enterprise Partnership
- Public Health Warwickshire
- Coventry and Rugby NHS Clinical Commissioning Group
- Warwickshire County Council
- Warwick District Council
- Stratford on Avon District Council
- North Warwickshire Borough Council
- Nuneaton and Bedworth Borough Council
- Coventry City Council
- Daventry District Council
- Harborough District Council
- NHS Property Services
- NHS England
- Public Health England
- Warwickshire, Coventry and Solihull Local Nature Partnership

Appendix 2: Local Development Documents - specific and general consultation bodies

The Town and Country Planning (Local Plan) (England) Regulations 2012 defines 'general' consultation bodies that a local planning authority must engage with during the different stages of local development document preparation, for the purposes of the regulations, these comprise:

- voluntary bodies some or all of whose activities benefit any part of the authority's area
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area
- bodies which represent the interests of different religious groups in the authority's area
- bodies which represent the interests of disabled persons in the authority's area
- bodies which represent the interests of persons carrying on business in the authority's area
- consultees relating to health

The Council will refer to the Development Strategy Consultation database for specific and general consultation bodies who fall within the categories outlined above. The Development Strategy Team aims to ensure that this database is kept as up to date as possible. If any bodies/organisations wish to be added to the Development Strategy Consultation database, wish to amend their details, or wish to be removed from the database, they should email localplan@rugby.gov.uk.

The Development Strategy Consultation database contains contacts that fall into the following categories:

- Specific Consultation Bodies
- Government Departments
- Parish Councils within the Borough of Rugby
- Other Consultees (i.e. those that request to be added to the database – including Parish Councils not within the Borough of Rugby, local authorities not immediately adjacent to the Borough of Rugby, local forums etc)
- Local companies and businesses
- Consultees relating to the natural environment / rural issues
- Consultees relating to the built environment
- Consultees relating to society and equality
- Consultees relating to transport
- Consultees relating to culture and recreation
- Consultees relating to housing
- Consultees relating to energy and resources
- Other

Appendix 3: Neighbourhood Development Plans consultation bodies

The Neighbourhood Planning Regulations 2012 set out that any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan should be consulted. It is not always the responsibility of the Council to engage with the following groups, as this depends on the relevant stage of the neighbourhood development plan preparation. In some instances, it will be the responsibility of the qualifying body who is preparing the neighbourhood development plan (i.e. a Parish/Town Council):

- Warwickshire County Council
- Warwick District Council
- Stratford on Avon District Council
- North Warwickshire Borough Council
- Nuneaton and Bedworth Borough Council
- Coventry City Council
- Daventry District Council
- Harborough District Council
- The Coal Authority
- Homes England
- Natural England
- The Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- Highways Agency
- Any person to whom the electronic communications code applies or who owns or controls electronic communications apparatus situated in part of the area of the Council
- Public Health Warwickshire
- Coventry and Rugby NHS Clinical Commissioning Group
- Any person to whom a licence has been granted under the Electricity Act (if it exercises a function in any part of the neighbourhood area)
- Any person to whom a licence has been granted under the Gas Act (if it exercises a function in any part of the neighbourhood area)
- Sewerage undertaker
- Water undertaker
- Voluntary bodies some or all of whose activities benefit any part of the neighbourhood area
- Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies which represent the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of disabled persons in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area

Appendix 4: Community Infrastructure Levy - consultation bodies

The Community Infrastructure Levy Regulations 2010 (as amended) defines the consultation bodies that the Council (as charging authority) must engage with during the different stages of CIL preparation:

- a) each of the following whose area is in or adjoins the charging authority's area—
 - (i) a local planning authority within the meaning of section 37 of the Planning and Compulsory Purchase Act 2004,
 - (ii) a local planning authority within the meaning of section 78 of the Planning and Compulsory Purchase Act 2004,
 - (iii) a county council,
 - (iv) a responsible regional authority;
- b) each parish council whose area is in the charging authority's area;
- c) any other person exercising the functions of a local planning authority (within the meaning of Town and Country Planning Act 1990) for an area within, or which adjoins, the charging authority's area.

The charging authority must also invite representations on the preliminary draft charging schedule from:

- persons who are resident or carrying on business in its area
- voluntary bodies some or all of whose activities benefit the charging authority's area, and
- bodies which represent the interests of persons carrying on business in the charging authority's area

Appendix 5: Local Development Documents - types of consultation

The Council will seek to use a diverse range of communication methods in order to ensure inclusive consultation. The following table sets out some of the types of consultation that may be involved in the preparation of Local Development Documents, though is not an exhaustive list, and it may not be appropriate to use each method of consultation at every stage of consultation on every document:

Type of Consultation Method	Commentary
Email	If you have expressed an interest in the preparation of a particular document, and have contacted the Council by email or have requested to be contacted by email you will be notified in this format.
Exhibitions	Where possible and depending on the nature of the document being prepared, subject matter of the documents, and stage of consultation, exhibitions will be held around the Borough during the daytime, evenings and at weekends to reach as wide an audience as possible. The exhibitions are an opportunity to find out more information about the document being prepared. They are not intended to be formal public meetings, and may be either staffed or unstaffed.
Frequently Asked Questions	As appropriate we will issue a set of frequently asked questions to supplement a consultation where there are known issues and questions that are likely to arise. We will aim to ensure that these are in plain English.
Hard copies of documentation	Hard copies of consultation material will be made available in local libraries and at Rugby Town Hall (or other locations as notified). Copies of documents can also be obtained in other formats on request.
Leaflets	At certain stages of consultation, we may produce leaflets which will aim to identify the key facts and nature of the consultation being undertaken.
Letter	If we don't have an email contact for those who have expressed an interest in the preparation of a particular document, at the start of a consultation, we will write to such persons to notify them of the consultation.
Libraries	At various stages of consultation, we provide hard copies of the documents that we are seeking views on, in local libraries within the Borough.
Local Development Scheme	This sets out the three year programme (including details of various stages) for preparing and reviewing the local plan and each SPD. It is reviewed regularly. The latest version of the LDS is available to view on this link: https://www.rugby.gov.uk/downloads/file/484/local_development_scheme
Meetings/Workshops/Focus Groups	As appropriate we may hold targeted meetings with specific groups to discuss a particular element of the local plan or other document or proposal. Where meetings are held, minutes will be taken and circulated to those in attendance. Where workshops are held, we will summarise the key outcomes and publish these on our web site and/or circulate to those who attended.

Parish Councils	At various stages of consultation, we provide hard copies of the documents that we are seeking views on to our Parish Councils
Press Release	At various stages of consultation, the Council issues a press release to local radio stations and newspapers. The press release will also be published on the 'news' section of the Council's web site
Press Advert	Certain stages of consultation require the Council to publish advertisements in a local newspaper.
Rugby Town Hall	At various stages of consultation, we provide hard copies at the Rugby Town Hall of the documents that we are seeking views on
Questionnaires/Response Forms	At each stage of consultation where necessary, we will produce a response form or questionnaire, in order to gain responses. We will endeavour to make forms available in both hard copy and electronically.
Social Media	At various stages of consultation, the consultation may be advertised through social media such as the Council's Twitter and Facebook pages.
Web Site	Consultations on any planning documents will be published on our website, on the relevant document page within the Development Strategy pages and also on the Council's overall 'Current Consultation' web site.

Appendix 6: Example Template for Consultation Strategy

Document Title:	
Nature of plan or document being prepared	
Purpose of consultation	
Nature of issues that need to be consulted upon	
Who should be consulted	
Why we are consulting them	
When consultation will take place	
Accessible and inclusive consultation	
How comments will be taken into account	
How comments will be reported	