



THE RUGBY BOROUGH COUNCIL

You are hereby summoned to attend an ORDINARY MEETING of the Rugby Borough Council which will be held at the TOWN HALL, RUGBY on Thursday 26 September 2019 at 7pm.

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes.
To approve the minutes of the meeting of Council held on 18 July 2019.
3. Declaration of Interests.
To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.
5. Questions pursuant to Standing Order 10.

6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 2 September 2019

(1) Finance and Performance Monitoring 2019/20 – Quarter 1 – Corporate Resources Portfolio Holder.

(b) Audit and Ethics Committee – 30 July 2019

(1) Statement of Accounts 2018/19.

7. To receive and consider the Reports of Officers.

(a) Rugby Borough Council Statement of Community Involvement - Adoption of the Statement of Community Involvement 2019.

8. Notices of Motion pursuant to Standing Order 11.

To consider the following Motions of which notice has been duly given under Standing Order 11.

(a) “We ask Rugby Borough Council to consult with their local communities about the impact that the increasing numbers of HMOs is having on the character of their local communities. (This would include the recently established CRAPP community group in Benn Ward).

We would also ask that this Council asks local people if they would support the introduction of a borough wide Article 4 Direction, removing ‘permitted development rights’ for small HMOs, so that planning permission must be obtained before development can take place. This would require all Landlords who want to convert family homes in Rugby into small HMOs to submit planning applications.

The Direction would also include restriction on the number of HMOs allow within defined areas.

In the interim the local Benn Ward Community request that this Council identifies the resources needed to enforce the current licensing scheme requirements as they believe that there are hundreds of unregistered HMOs in Rugby.”

Proposer: Councillor Mrs O’Rourke

Seconder: Councillor Brader

(b) “We call upon Rugby Borough Council to make formal written representation to Warwickshire County asking them to reconsidered their proposals to changes and increase charges to residents parking permit schemes.

The written representation would include evidences from ward Councillors and the local community about the detrimental impact these changes would have on local people lives.”

Proposer: Councillor Mrs O’Rourke

Seconder: Councillor Mrs Brown

(c) "Rugby is the fastest growing town in the West Midlands, one of the impacts of this growth on the town is more cars on our local roads. We therefore call on this council to start working with the County Council immediately to develop a robust transport plan for Rugby that would alleviate traffic congestion, reducing air pollution and provide parking solutions for residents living in town centre wards and near to Rugby train station."

Proposer: Councillor Mrs O'Rourke

Seconder: Councillor Mrs Brown

(d) "This Council places on record its thanks to all Volunteers and Friends Groups which help and support our communities.

Local Authorities such as Rugby are having to work with increasing numbers of volunteers and community groups. Council requests that,

(1) a Volunteers Charter be developed and drafted that clearly demonstrates what groups and individuals can expect from the Council; and

(2) a volunteer's handbook be drafted that includes what support can be expected from the Council, along with relevant contact details.

Once drafted they should be brought back via scrutiny to Council in January."

Proposer: Councillor J Roodhouse

Seconder: Councillor McQueen

9. Correspondence.

10. Common Seal.

To order the affixing of the Common Seal to the various orders, deeds and documents to be made or entered into for carrying into effect the several decisions, matters and things approved by the Council and more particularly set out in the Committees' Reports adopted at this meeting.

11. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

"under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act."

PART 2 – EXEMPT INFORMATION

1. To receive the private reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 2 September 2019

(1) Commercial Waste Officer – Environment and Public Realm Portfolio Holder.

2. To receive and consider the Reports of Officers.

(a) Future Recycling Options – report of the Executive Director.

DATED THIS 18th day of September 2019



Executive Director

To: The Mayor and Members of Rugby Borough Council

QUESTIONS AT COUNCIL

A Councillor may ask a Question at the meeting by giving notice in writing of the Question to the Executive Director no later than midday on Friday 20 September 2019. The rules relating to Questions are set out in Standing Order 10 of Part 3a of the Constitution.

REPORT OF CABINET

2 September 2019

PRESENT:

Councillors Lowe (Chairman), Mrs Crane, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

Councillors Mrs Brown, Douglas, Gillias, Mrs O'Rourke, Roodhouse and Sandison were also in attendance at the meeting.

Note: An electronic version of the Cabinet report referred to below can be found [here](#).

1. FINANCE AND PERFORMANCE MONITORING 2019/20 – QUARTER 1

Cabinet considered a report concerning the Council's anticipated financial and performance position for 2019/20. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

(1) a supplementary General Fund budget of £98,000 for 2019/20 funded through the WSU Operational reserve for the additional support and redundancy costs for the Waste Management Service;

(2) a virement of £55,000 transferring salary budget from Communities and Homes to the Corporate savings target; and

(3) performance data included in Section 7 and Appendix 1 be considered and noted.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR S LOWE
CHAIRMAN**

Agenda No 6(b)

REPORT OF AUDIT AND ETHICS COMMITTEE

30 July 2019

PRESENT:

Mr P Dudfield (Chairman), Mr J Eves (Vice Chairman), Councillors McQueen, Mistry and Pacey-Day

In attendance: Mary Wren (Assistant Manager – Grant Thornton)

1. STATEMENT OF ACCOUNTS 2018/19

1. Purpose of Report

- 1.1 The responsibility for approving the annual Statement of Accounts is delegated to the Audit and Ethics Committee. For the year ending 31 March 2019 this took place on the 30 July and minutes included a recommendation that the document be submitted to Council for noting.

2. Background

- 2.1 The Accounts and Audit (England) Regulations 2015, require authorities to prepare Statement of Accounts in accordance with proper practices. These require that the Accounts are prepared by 31 May and approved and published by 31 July after the end of the financial year.
- 2.2 The draft 2018/19 accounts were signed by the Head of Corporate Resources and Chief Financial Officer on 31 May 2019 and published on the Council's website.
- 2.3 The accounts have been subject to external audit by Grant Thornton LLP and final audited accounts were presented to the Audit and Ethics Committee for its consideration and approval on 30 July.
- 2.4 Grant Thornton LLP issued the audit findings report which states the financial statements give a true and fair view of the Council's financial position as at 31 March 2019 and that the auditors issued unqualified audit opinion on 31 July. In addition, they concluded the Council has in place proper arrangements to secure economy, efficiency and effectiveness in the use of its resources.
- 2.5 The link below is to the report to Audit & Ethics Committee which includes the Statement of Accounts and the audit findings report.

https://www.rugby.gov.uk/download/meetings/id/2664/download_the_report_to_follow_-_agenda_item_4_-_approval_of_accounts_2018-19

2.6 The link below is a copy of the minutes of the Audit and Ethics Committee

https://www.rugby.gov.uk/download/meetings/id/2671/download_the_minutes

2.7 The link below is to a copy of the published Financial Statements, a hard copy will also be available in the Members' Room.

https://www.rugby.gov.uk/downloads/file/2394/statement_of_accounts_20182019

3. Recommendation

The report be noted.

Council – 26th September 2019

**Rugby Borough Council Statement of Community Involvement -
Adoption of the Statement of Community Involvement 2019**

Report of the Executive Director

Note: all appendices to the report have been sent to Members electronically only

1. Introduction

It is a statutory requirement of the Council to produce a Statement of Community Involvement (SCI), by virtue of Section 18 of the Planning and Compulsory Purchase Act 2004. The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in the planning process. The SCI sets out who Rugby Borough Council will engage with on the preparation of planning documents, and how and when they will be engaged. The SCI specifically relates to planning consultations on those documents contained within the Local Development Scheme, including Local Plans, Supplementary Planning Documents (SPDs), Neighbourhood Plans and Community Infrastructure Levy.

2. Background

The original SCI was adopted (following public consultation and examination by a Planning Inspector) in September 2009. It was updated in 2015 to reflect the legislative and regulatory changes brought about by the introduction of the Localism Act 2011 and 2012 National Planning Policy Framework (NPPF).

Further updates are required to the SCI due to the introduction of the Neighbourhood Planning Act 2017, the new National Planning Policy Framework (February 2019) and the adoption of the Rugby Borough Local Plan 2011-2031. The updates required are procedural but are not significant in nature. The changes for 2019 can be found within the 'tracked changes' version of the 2019 SCI at Appendix 2. Updating the SCI will ensure that the consultations for the forthcoming suite of updated Supplementary Planning Documents (SPDs) in support of the new Local Plan and forthcoming Neighbourhood Plans are in line with the latest legislation.

Cabinet approved consultation on the updated SCI on 4 March 2019. A six-week public consultation on the Draft SCI 2019 was undertaken between 10 June and 23 July.

There are no statutory requirements as to how the Council consults on the draft SCI. For previous SCI updates, the Council followed best practice relating to consultation undertaken for other planning documents to ensure consistency. The same approach was also taken for the 2019 update. This includes contacting consultees on the database, placing a notice in the local press, uploading details of the consultation on the Councils website; and making paper copies available at the Town Hall and all public libraries within the Borough.

The Council received three responses to the consultation. All representations received on the draft SCI were considered, summarised and responded, as contained within the summary document within Appendix 3. Of the responses received one was from Natural England confirming they have no comment to make, a further response from Thurlaston PC, which welcomed the SCI with some recommendations for amendment and finally a response from a member of the public seeking further engagement during consultation to be included in the SCI. The low response rate reflects the limited number of amendments to an established document; and with the changes focused on Neighbourhood Planning when Neighbourhood Planning groups are already engaged on these changes to legislation. This is also consistent with the number of representations to the 2015 update where 12 of the 18 received were to confirm contact details for the council database.

The responses to the current consultation focused on consultation methods and how effective responses to consultations were on impacting council decision making. The SCI is a procedural document with a limited focus specifically on how the council consults and cannot influence council decision making. The SCI recommended for adoption, as contained at Appendix 1, therefore is unchanged in principle from the version consulted upon, albeit changes have been made following a review by the Legal Services Team to reflect the adoption of the Local Plan.

3. Conclusion

It is a statutory requirement for the Council to produce a Statement of Community Involvement. The version previously adopted by the Council has become out of date as a result of recent changes to planning legislation and regulations. Adopting the updated Statement of Community Involvement as contained in Appendix 1 will ensure that the council has an up to date SCI with which to consult local communities and stakeholders.

4. Recommendation

- (1) The amended document in Appendix 1 to the report be approved for adoption in order to provide an up to date Statement of Community Involvement; and
- (2) the Head of Growth and Investment be given delegated powers to make any minor grammatical or presentational amendments necessary.

Rugby Borough Council

Statement of Community Involvement



September
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>	

	<p>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 those who requested to be notified will be notified.</p> <p>Representations are not invited at this stage.</p>
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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	

Rugby Borough Council

Draft Statement of Community Involvement



~~June 2015~~

March 2019

Rugby Borough Council

Statement of Community Involvement

20195

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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 will engage with on the preparation of planning policies in the Local Plan documents, and how and when they will be engaged. ~~Its aim is to encourage community and stakeholder involvement.~~
- 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. The SCI has been subject to updates in 2015 and 2019. This document provides an update to comply with new legislation, ~~(through the Localism Act 2011 and new regulations).~~
- ~~This document~~The SCI is about how you can get involved in the plan making process in ~~the~~ Rugby Borough. This includes policy formulation, such as Local Plans, Supplementary Planning Documents, Neighbourhood Plans and 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 RBC have adopted or will be preparing in the future.

This chapter contains the following sections:

- Planning Policy:
 - Planning and Compulsory Purchase Act (May 2004)
 - Localism Act (November 2011)
 - National Planning Policy Framework (NPPF) (~~March 2012~~ [July 2018](#))
 - Local Plan Regulations (April 2012)
 - [Neighbourhood Planning Regulations \(April 2012\)](#)
 - [Neighbourhood Planning Act 2017](#)
 - The Community Infrastructure Levy Regulations (April 2010)
- Overview of the plan making process:
 - Local Development Scheme
 - The Development Plan
 - Supplementary Planning Documents (SPD)
 - Neighbourhood Planning
 - Community Infrastructure Levy
 - Sustainability Appraisals (SA) and Strategic Environmental Assessment (SEA)
 - Annual Monitoring Report (AMR)

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 (May 2004)

This Act sets out the key requirements in the preparation of local development documents. 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 local development document 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 (November 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 ~~also introduces~~ a new tier of planning policy documents known as Neighbourhood Development Plans. Parish and Town Councils are able to instigate the preparation of a Neighbourhood Development Plan 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 plan needs to conform with the strategic elements of the Development Plan and national policy.

2.1.3. National Planning Policy Framework (NPPF) (~~March 2012~~ July 2018)

~~The revised National Planning Policy Framework sets out the governments planning policies for England and how these are expected to be applied. The NPPF replaces the Government's previous suite of Planning Policy Guidance Notes and Policy Statements, and sets out the presumption in favour of sustainable development.~~ 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. Local Plan Regulations (April 2012)

The Town and Country (Local Plan) (England) Regulations set out revised procedural arrangements for preparing 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.

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2.1.5. Neighbourhood Planning Regulations (April 2012)

The Neighbourhood Planning (General) Regulations 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 Act 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 Neighbourhood Plan, with the consent of the Qualifying Body as long as changes don't materially affect the policies within the plan.

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2.1.6.2.1.7. The Community Infrastructure Levy Regulations (April 2010, as amended)

The Community Infrastructure Levy (CIL) Regulations 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.

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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 Development Plan Document and Supplementary Planning Document (SPD). The LDS is reviewed regularly; the latest version of the LDS is available to view on the Council's website <http://www.rugby.gov.uk/downloads/file/6378/lDs-2014> https://www.rugby.gov.uk/downloads/file/484/local_development_scheme.

2.2.2. The Development Plan

A development plan comprises a set of documents that set out the Local Planning Authority's (LPA's) policies and proposals for the development and use of land in the authoritative area. The development 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 Development Plan, unless material considerations indicate otherwise. It should therefore be referenced when commenting on a planning application.

Development plans also have the potential to include any emerging Neighbourhood Plans.

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 development plan and cannot introduce new policies.

2.2.4. Neighbourhood Planning

The Localism Act introduced a new right for local communities to draw up Neighbourhood Development Plans (NDPs) for their areas. Neighbourhoods can also grant planning permission through specific Neighbourhood Development Orders (NDOs) 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 Neighbourhood Plan should not promote less development than is set out in a Local Plan, nor undermine the strategic policies within a Local Plan. A Local Planning Authority (LPA) has a duty to support the preparation of an NDP, although is not involved in all stages of preparation.

The preparation of an NDP is optional, however, the Council, as a 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 LPAs to include in their SCI how they will discharge their duty to assist in the preparation of Neighbourhood Plans. Rugby Borough Council currently endeavours to build positive working relationships with all Neighbourhood Plan Groups and encourage groups to share drafts of Plans from an early stage to offer advice on whether the emerging plan conforms with local and national policies.

<u>Neighbourhood Plan Stage</u>	<u>Qualifying Body Role (parish or town council; neighbourhood forum; or community organisation)</u>	<u>RBC Support and Advice</u>
<u>Draft Plan Preparation</u>	<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 plan 	<ul style="list-style-type: none"> Guidance and interpretation on the legislation that sits around Neighbourhood Plans; Advice and informal views on whether draft Neighbourhood Plan 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

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		<p><u>economic and housing need and methodologies for assessing potential sites;</u></p> <ul style="list-style-type: none"> • <u>Providing guidance and contact information for statutory bodies</u>
<u>Pre-Submission Draft Plan (Regulation 14)</u>	<ul style="list-style-type: none"> • <u>Consult for a minimum 6 week period;</u> • <u>Determine if SEA is required</u> • <u>Consider the comments and amend the plan;</u> • <u>Prepare the Consultation Statement</u> 	<ul style="list-style-type: none"> • <u>Complete the SEA Screening for the Plan;</u> • <u>Provide guidance and contact information for statutory bodies;</u>
<u>Submission (Regulation 16)</u>	<ul style="list-style-type: none"> • <u>Prepare and submit the required documents to RBC</u> 	<ul style="list-style-type: none"> • <u>Advise in the Assessment of the plan for compliance with the statutory requirements;</u> • <u>Undertake a minimum 6 week consultation on the submitted plan.</u>
<u>Examination, Referendum & Making the Plan</u>	<ul style="list-style-type: none"> • <u>Agree on the choice of Examiner;</u> • <u>Consider the Examiner's recommendations and make changes to the plan;</u> • <u>Raise awareness of the referendum;</u> • <u>Make documents available locally.</u> 	<ul style="list-style-type: none"> • <u>Make arrangements and oversee the independent examination of the plan;</u> • <u>Publish the Examiner's recommendations;</u> • <u>Assist in making the recommended changes;</u> • <u>Undertake further consultation where necessary;</u> • <u>Organise the referendum;</u> • <u>Provide publicity and guidance on the referendum;</u> • <u>Publish the referendum results;</u> • <u>'Make' the NDP and issue a decision-notice.</u>

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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 authority will charge. The rate is charged per square metre. The Community Infrastructure Regulations 2010 (as amended)-sets out the procedure that charging authorities must follow prior to adopting a Charging Schedule. Any review of the

CIL charging schedule (a schedule of the CIL rates for different land uses and areas of the Borough) will also be subject to consultation.

2.2.6. Sustainability Appraisals (SA) and Strategic Environmental Assessment (SEA)

Sustainability Appraisals and Strategic Environmental Assessments are used to inform the production of a Local Plan, and are both legally required and a test of soundness of the document. The SA/SEA ~~canis also be~~ used to inform the production of SPDs. Neighbourhood Plans will also be required to undertake the SEA process.

European legislation also requires Councils to undertake Strategic Environmental Assessments of planning documents in order to assess the potential impact of proposals on the environment.

For each Sustainability Appraisal 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 Strategic Environmental Assessment.

The Sustainability Appraisal 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 Sustainability Appraisals and involve key stakeholders in its preparation.

Section 180 (5) (d) of the Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

[Further details on SA/SEA and SPDs can be found on Page 20.](#)

2.2.7. ~~Authority~~ Annual Monitoring Report (AMR)

Monitoring Reports are an important component of the planning system. The Council is required to publish an ~~Annual~~ Authority Monitoring Report (AMR) ~~each year~~ annually as a result of the Planning and Compulsory Purchase Act 2004 [and Regulation 34 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

~~The Localism Act (2011) has removed the requirement for local planning authorities to submit an Authority's Monitoring Report to Secretary of State. However, The~~ Localism Act retains the duty to monitor, so the Council will continue to produce monitoring information for public information on an annual basis for the preceding financial year. The Act enables local authorities to choose what targets and indicators to include in their monitoring whilst ensuring that they are prepared 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 ~~at the end of each year~~ and is available to view on the Council's website.

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3. **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:
 - ~~New~~ Local Plan
 - Supplementary Planning Documents
 - Neighbourhood Planning
 - Community Infrastructure Levy

3.1.2.3. Consultation Strategy

~~3.1.1.2.3.1.~~ It is envisaged that for each Local Plan and SPD prepared by the Council, that a specific Consultation Strategy will be produced. This will set out in more detail the:

- Nature of the Plan 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 they will be reported

~~3.1.2.2.3.2.~~ 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 either site specific or topic specific. In all cases, the nature of consultation will need to be proportionate, and tailored accordingly.

~~3.1.3.2.3.3.~~ The preparation of Local Plans and SPDs involves a number of stages, therefore, the Consultation Strategy will have to reflect the relevant plan 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.

3.2.2.4. Types of Consultation

~~3.2.1.2.4.1.~~ 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 Local 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',

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though it should be noted, that this is not a comprehensive list. There may be other suitable methods, which would be set out in a Local Plan or SPD Consultation Strategy.

3.2.2.2.4.2. 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 it is statutory), consideration will be given to allowing extra time or avoiding consultations during holiday periods, and 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.

3.2.3.2.4.3. It should also be noted that progress of documents being prepared can be followed by checking the Council website https://www.rugby.gov.uk/info/20004/planning_strategy ~~www.rugby.gov.uk/planning-~~

3.3.2.5. Who we will consult

3.3.1.2.5.1. Aside from statutory consultation required by Regulations (set out in 'Context'), 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 ~~reassignment~~; 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 affected ~~or not at all~~.

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 Councils latest Privacy notice. The Privacy Notice for the Planning and Enforcement Service can be viewed below:

3.3.2.2.5.4. https://www.rugby.gov.uk/info/20030/information_and_data/388/privacy/

3.3.3-2.5.5. Adjoining Authorities

As set out in 'Context', the NPPF, Localism Act and Local Planning Regulations contain the requirement to cooperate 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'.

3.3.4-2.5.6. 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 be engaged 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 will lead to the production of a statement of common ground, where necessary, in demonstrating duty to cooperate.

3.3.5-2.5.7. Statutory Bodies

In the preparation of Local Plans, 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 Local Plans (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.

3.3.6-2.5.8. In the preparation of Local Development Documents, SA/SEAs ~~may be~~ are required. As part of the scoping work on the SA/SEA we will consult Natural England, English Heritage and the Environment Agency.

3.3.7-2.5.9. Similarly, there are relevant bodies that should be consulted in the preparation of Neighbourhood Plans and the Community Infrastructure Levy. These bodies are listed in Appendix 3: 'Neighbourhood Plans - consultation bodies' and Appendix 4: 'Community Infrastructure Levy - consultation bodies'.

3.3.8-2.5.10. 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 engaging with the bodies relates to a consultation stage, the information will also be available to view on the Council's web site www.rugby.gov.uk/planning.

3.3.9-2.5.11. General Consultation Bodies

The Regulations 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

- o persons carrying on business in the authority's area.

3.3.10-2.5.12. 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 Development Strategy consultations. There is a separate consultation database for Neighbourhood Plans. Data is managed in accordance with the Council's Privacy Notice. In addition a dedicated neighbourhood 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 have opted in to the Planning Policy 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 engaging with the local community relates to a consultation stage, the information will also be available to view on our web site www.rugby.gov.uk/planning, and will also be available in hard copy at the Council offices and local libraries.

3.3.11-2.5.13. Planning Policy Consultation Database

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 533631762

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

The Councils Privacy Notice can be read below:

2.5.14. <https://www.rugby.gov.uk/info/20030/information-and-data/388/privacy/3>

3.4.2.6. How can you get involved?

2.6.1. Consultees will be encouraged to respond to any consultation. Consultation Responses are accepted electronically (via the 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

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that satisfy all, but we do listen and seriously consider all comments and suggestions that are put forward in response to consultations.

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

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3.4.2.2.7.1. 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 our Consultation Portal and/or web site. 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 Regulations), which will be made available on our web site and set out what 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

• Please note that comments cannot be replicated in full in a summary document. Each summary seeks to include the key points from any representation.

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- Produce a Consultation Report (for either an SPD or the Issues and Options/Preferred Option stages of a Local Plan), which will be made available on our web site, detailing:
 - The comments we have received (usually a summary of the key issues rather than verbatim comments)
 - How we have dealt with the comments and how they have affected the Plan (the Council's response to the issues raised will be provided)
- Where we produce a Background Paper to support the production of a Local Plan stage, we will endeavour to make clear where issues that have been raised have been taken into account.

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

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

3.5.2.8. Consultation Process

3.5.2.8.1. The following tables provide details of the stages of local plan preparation. Each table focuses on a different development plan document that RBC 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 RBC is at with each plan. **community involvement opportunities identified in shaded box.*

3.5.2.8.2. New Local Plan

~~Adopted Development Plan Documents for the Borough include the Rugby Borough Core Strategy (2011) and the Rugby Borough Saved Local Plan (2006).~~

3.5.2.8.3. ~~The emerging Rugby Borough Council Local Plan 2011-2031 is currently working on a new Local Plan, which will sit alongside the Core Strategy and replace the 2006 Local Plan will supersede the previous Core Strategy.~~ The ~~new~~ Local Plan will be a document containing policies to guide future development in the Borough, and will also be used when the Council determines planning applications, and identifying allocated land for particular uses such as housing, employment and open space. There are various stages of preparation that need to be followed in the plan making process.

3.5.2.8.4. The following table provides an overview of the preparation stages for a new Local Plan:

Stage	Regulation	Description
Commencement	-	It is at this stage that the Local Planning Authority will start to prepare an evidence base to support the Local Plan.
Sustainability Appraisal Scoping	Section 180 (5) (d) of the Planning Act 2008 <u>as it amends the Planning and Compulsory Purchase Act 2004.</u>	The Sustainability Appraisal Scoping sets out the appraisal methodology and collates the information needed to carry this SA Scoping out. The scoping stage contains the framework for assessing the Local Plan against social, environmental and economic objectives.
	Document will be published on Council’s website once complete. All statutory bodies are consulted. All representations made must be taken into account.	
Preparation	The Town and Country Planning (Local Planning) (England) Regulations 2012: <ul style="list-style-type: none"> Regulation 18 	At this stage, the Local Planning Authority must notify certain bodies that they propose to prepare a Local Plan about a particular topic and invite them to make comments about what it ought to contain. The Regulations also require that the Local Planning Authority take into account any representations received in the preparation of the Local Plan. Stages of preparation can include:

		<ul style="list-style-type: none"> • Issues and Options: This stage will set out a range of key issues that the Council wants comments on, and may also set out options/reasonable alternatives as to how these matters could be addressed. • Preferred Options: This will set out the Council's preferred approach for the Local Plan. <p>These stages of consultation are also supported by an evidence base that can be commented on. Where possible and appropriate the Council will go beyond minimum requirements to provide greater community participation.</p>
	<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 consultation database/previous respondents are consulted. The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could 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 could also make representations via their elected member. <u>All representations made must be taken into account.</u></p>	
<p>Publication</p>	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulations 19 and 20. 	<p>This stage involves consultation on the document that the Council intends to submit for examination. Consultation lasts for <u>a minimum period of 6 weeks</u>. At this stage the final SA/SEA is also published. Regulations Publication require the Council to make copies of the document available at principal Council offices, and other places where the Council considers it appropriate during normal office hours, and publish the information on their website.</p> <p>Certain bodies are required to be consulted on the preparation of documents (see Appendix 1).</p>

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	<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 consultation database <u>and where they have indicated at an earlier stage that they wish to be kept informed</u>/previous respondents are <u>also</u> consulted. The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document. Representations can be made my email, via the online form (if used),⁷⁷ or by post. Members of the public could also make representations via their elected member. <u>All representations made must be taken into account.</u></p>	
<p>Submission</p>	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 22 <u>and 23</u> 	<p>This stage involves the submission of all documentation to the Secretary of State for examination, and any changes to the Policies Map, including any consultation responses received at the Publication stage. The Council also has to submit a statement (the 'Regulation 22(1)(c) Statement') setting out:</p> <ul style="list-style-type: none"> • Which bodies were invited to make representations; • How they were invited to make representations; • A summary of the main issues raised; • How any issues raised have been taken into account. <p><u>The Inspector must consider all representations made under regulations 19 and 20.</u></p>
	<p>Documents will be published on Council’s website for consultation. All statutory bodies are consulted<u>notified of submission.</u> All parish councils are consulted<u>notified of submission.</u> <u>All those on the consultation database and where they have indicated at an earlier stage that they wish to be kept informed are also notified.</u> All those on the consultation database/previous respondents are consulted. The <u>consultation-submission of documents</u> will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document.</p>	

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	<p>Representations can be made my 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 are not invited at this stage.</p>	
<p>Examination- Hearing Sessions</p>	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 24 	<p>As part of the examination, public hearing sessions are held by an independent Inspector. The purpose of the examination and hearing sessions is for the Inspector to determine whether the Local Plan is sound and legally compliant.</p> <p><u>At least 6 weeks before the opening of the hearings The Council must notify persons who responded to the regulation 19 and 20 consultation of:</u></p> <ul style="list-style-type: none"> • <u>The date, time and place the hearing is to be held;</u> • <u>The name of the person appointed to carry out the independent examination;</u> • <u>Their opportunity to appear before and be heard by the person appointed to carry out the independent examination.</u> <p>During the Examination, the Inspector may consider that main modifications are required to make the plan sound and/or legally compliant. If such modifications are proposed, formal consultation will be required, which are likely to follow a similar process undertaken at the 'Publication' stage.</p>
	<p><u>The hearings are open to all members of the public to attend.</u></p> <p>All those who have previously made representations can be<u>request to give evidence present</u> at the examination. <u>Please note that the Council does not control the hearings process, who or how many respondents can speak at the hearings. Engagement with the Planning Inspectorate and/or Local Plan Programme Officer at the earliest opportunity is encouraged for stakeholders who want to give evidence at the hearings.</u></p>	
<p>Examination- Modifications</p>		<p><u>During the Examination, the Inspector may consider that main modifications are required to make the plan sound and/or legally compliant. If such modifications are proposed, formal consultation will be required, which are likely to follow a similar process undertaken at the 'Publication' stage.</u></p>
	<p><u>See publication stage.</u></p> <p><u>At this stage representations should refer to a specific modification, rather than being a general comment on an emerging Local Plan.</u></p>	

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Publication of the Inspectors Report	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> Regulation 25 	<p>The Council must publish the Inspectors Report containing the recommendations and reasons for these.</p> <p>All of those people who requested to be notified of receipt of the report should be notified that it has been received and that it is available to view.</p>
	<p>The report will be published on Council's website. All statutory bodies are notified. All parish councils are notified. All those who have responded to consultation at an earlier stage and requested to be notified are notified. The receipt of the report 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 could also request to be sent a hard copy of the document. Representations are not invited at this stage.</p>	
Adoption	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> Regulation 26 	<p>Following receipt of the Inspector's report, if the Local Plan is found sound and legally compliant, (with or without main modifications), the document is likely taken forward to be adopted by the full Council for a decision to be made on whether it will be adopted. The Council may also decide to include minor non-material changes (such as factual updates), if cumulatively these do not materially change policies in the Local Plan.</p> <p>Once a document is adopted, notification of the adoption and the document itself will be placed on the Council's web site and made available in local libraries and Council offices. 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 local plan.</p>
	<p>The notification of adoption and the adoption statement will be published on Council's website. All statutory bodies are notified. All parish councils are notified. All those who have responded to consultation at an earlier stage and requested to be notified are notified. The adoption will be advertised in the local paper. Members of the public can view adoption statement online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document. Representations are not invited at this stage. Full Council decision.</p>	

3.5.5.2.8.5. Supplementary Planning Documents (SPDs)

The Development Plan also contains ~~Currently~~ three ~~existing-adopted~~ Supplementary Planning Documents, ~~which are currently subject to review~~ exist which support the Core Strategy:-

- [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 ~~SPDs which on adoption of the provide additional guidance on matters within the Core Strategy and Saved~~ ~~emerging~~ Local Plan. ~~SPDs are not part of the statutory Development Plan, however will be an important consideration in determining planning applications. The three existing SPDs included within Rugby Borough's Development Plan are:~~

- [Rugby Borough Planning Obligations Supplementary Planning Document \(2012\)](#)
- [Rugby Borough Sustainable Design and Construction Supplementary Planning Document\(2012\)](#)
- [Rugby Borough Housing Needs Supplementary Planning Document \(2012\)](#)

~~In addition the~~ ~~The proposed~~ following new SPDs will be produced in support of the ~~emerging~~ Local Plan are:

- [South West Rugby SPD](#)
- [Air Quality SPD](#)
- [Coton Park East SPD](#)

~~SPDs are not part of the statutory Development Plan, however are an important consideration in determining planning applications. They provide additional guidance on matters within the development plan.~~

3.5.6-2.8.6. The following table provides an overview of the preparation stages for a new Supplementary Planning Document:

Stage	Regulation	Description
SA Scoping Strategic Environmental Assessment Scoping	Section 180 (5) (d) of the Planning Act 2008 Environmental Assessment of Plans and Programmes Regulations 2004: • Regulation 5(6)	The Sustainability Appraisal Scoping sets out appraisal methodology and collates the information needed to carry this out. The scoping stage contains the framework for assessing the Local Plan against social, environmental and economic objectives. A Strategic Environmental Assessment is required where a document may have a significant environmental impact. A the 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.

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Public Participation	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> Regulations 12 and 13 	<p>This stage is where the Council has to consult on the SPD it has prepared. Consultation lasts for a <u>minimum of 4 weeks</u>.</p> <p>At this stage the final <u>SA/SEA screening (or full SEA is required)</u> is also published. Regulations require the Council to make copies of the document available at principal Council offices and other places where the Council considers it appropriate during normal office hours, and publish the information on their website. Following the consultation The Council also has to produce a statement (referred to as the 'Regulation 12(a) Statement') setting out:</p> <ul style="list-style-type: none"> The persons who were consulted; A summary of the main issues raised; <u>and</u> 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.</p>
	<p>Documents will be published on <u>the Council's website</u> for consultation. All statutory bodies are consulted. All parish councils are consulted. All those on the consultation database/previous respondents are consulted. The consultation will be advertised in the local paper. All representations made must be taken into account.</p> <p>Members of the public can view documents online, at their local library or at Rugby Town Hall. They could 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 could also make representations via their elected member. <u>All representations made must be taken into account.</u></p> <p><u>Following completion of the consultation the regulation 12(a) statement will be made available on the Council's website.</u></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 need to be taken to adopted by full the Council <u>for a decision to be made on whether it can be adopted.</u></p> <p>Once a document is adopted, notification of adoption and the adopted documents will be</p>

		placed on the Council's web site and made available in local libraries and Council offices. 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><u>Documents will be published on the Council's website.</u></p> <p><u>All those who have requested to be notified of adoption will be sent a copy of the adoption statement.</u></p> <p><u>The adoption will be advertised in the local paper.</u></p> <p><u>Members of the public can view documents online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document.</u></p> <p><u>Representations are not invited at this stage</u></p> <p><u>Full Council decision.</u></p>	

3.5.7.2.8.7. Neighbourhood Planning

Rugby Borough Council currently has one ~~application for 'made'~~ a 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.

3.5.8.2.8.8. 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	The Neighbourhood Planning (General) Regulations 2012 <u>(As Amended)</u> : <ul style="list-style-type: none"> Regulation 6 	Regulation 6 sets out the requirements for local planning authorities 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: <ul style="list-style-type: none"> a copy of the area application; details of how to make representations; and 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><u>In line with the Neighbourhood Planning Act 2017 if the application for a neighbourhood area is from a</u></p>

		<p><u>Parish Council and seeks to designate the whole Parish Council's area then the Local Planning Authority can designate this area without the need for consultation.</u></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/previous respondents are consulted. The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could 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 could also make representations via their elected member. <u>All representations made must be taken into account.</u></p>	
<p>Publicising a Designation of a Neighbourhood Area</p>	<p>The Neighbourhood Planning (General) Regulations 2012 <u>(as Amended)</u>:</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. <u>All those who have requested to be notified of the designation will be notified.</u></p>

<p>Publicising a Plan Proposal</p>	<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 Neighbourhood Development Plan is submitted by a qualifying body. As soon as <u>possible after</u> 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 local planning authority'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 <u>neighbourhood planning</u> consultation database /previous respondents are consulted. <u>All those who have requested to be notified of the plan submission and all those people listed in the consultation statement will be notified.</u> The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could 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 could also make representations via their elected member. <u>All representations made must be passed onto the independent examiner and all must be taken into account.</u></p>	

Publication of the Examiner's Report and Plan Proposal Decisions	The Neighbourhood Planning (General) Regulations 2012: • Regulation 18	Following the receipt of the examiner's report, the Council must make a decision on how to proceed with the plan proposal. As soon as the Council has made a decision on the proposed Neighbourhood Development Plan, the Council must publish: <ul style="list-style-type: none"> the decision and their reasons for it ("the decision statement"), details of where and when the decision statement may be inspected; and in the case of a decision mentioned in paragraph (1)(c), the report made by the examiner, under paragraph 10 of Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act), <u>This should be published on</u> their 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.
	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	All those living or working in the designated area must carry out a referendum on whether they would like to adopt the plan. If the neighbourhood plan is approved by the Local Planning Authority, with modifications of required, it is taken to referendum. The referendum is organised by the Local Authority.
	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 The Council should then consider the plan in relation to EU obligations and Convention rights.	
Decision on a Plan Proposal	The Neighbourhood Planning (General) Regulations 2012: • Regulation 19	As soon as possible after deciding to make a Neighbourhood Development Plan under section 38A(4) of the 2004 Act or refusing to make a Plan under section 38A(6) of the 2004 Act, 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"> a statement setting out the decision and their reasons for making that decision ("the decision statement"); details of where and when the 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).</p> <p><u>All those who have requested to be notified of the plan being made will be notified.</u></p>	
Publicising a Neighbourhood Development Plan	<p>The Neighbourhood Planning (General) Regulations 2012:</p> <ul style="list-style-type: none"> Regulation 20 	<p>As soon as possible after making a Neighbourhood Development Plan under section 38A(4) of the 2004 Act, the Council must:</p> <p>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"> 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.
	<p>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).</p> <p><u>All those who have requested to be notified will be notified.</u></p>	

3.5.9:2.8.9. Community Infrastructure Levy

Rugby Borough Council has previously carried out some work on their CIL and reached the Preliminary Draft Charging Schedule stage. Work on the CIL is currently on hold until the Local Plan progresses further.

3.5.10:2.8.10. The following table provides an overview of the preparation stages:

Stage	Regulation	Description
Commencement	The Community Infrastructure Levy Regulations 2010 (as amended) and The Community Infrastructure Levy Guidance, DCLG, 2013	It is at this stage that the Local Planning Authority will start to prepare an evidence base to support the introduction of CIL.

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<p>Preliminary Draft Charging Schedule</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"> • Regulation 15 (3) • Regulation 15 (5) • 	<p>The Council must prepare a Preliminary Draft Charging Schedule for public consultation which sets out the proposed levy rates informed by evidence base studies. Regulation 15 (3) makes certain requirements about who the charging authority should consult. The Council must also invite representations on the preliminary draft in accordance with Regulation 15 (5) <u>When consulting on the draft charging schedule the Local Authority must send a copy of the preliminary draft to each of the consultation bodies and invite representations.</u></p>
	<p>Documents will be published on 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 could also request to be sent a hard copy of the document. This will notify persons who are resident or carrying out business in Rugby Borough, 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.</p> <p>The charging authority<u>All of the below will be consulted and will must be sent a copy of the preliminary draft</u>invite representations on the preliminary draft from:</p> <ul style="list-style-type: none"> • persons who are resident or carrying on business in its area<u>Local Authorities and County Councils which adjoin the boundary of Rugby Borough;</u> • Such of the following as the charging authority consider appropriate: <ul style="list-style-type: none"> ○ voluntary bodies some or all of whose activities benefit the charging authority's area, ○ bodies which represent the interests of persons carrying on business in the charging authority's area. • All statutory bodies • All parish councils <u>in Rugby Borough;</u> • All those on the consultation database/previous respondents <u>are consulted.</u> <p>The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document. <u>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.</u> <u>All representations made must be taken into account.</u></p>	

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<p>Publication of a Draft Charging Schedule and Examination</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 16 and 17 • Regulation 21 	<p>Before submitting a draft Charging Schedule for examination, the Council must publish the draft 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) published by Department of Communities and Local Government 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><u>Documents will be published on 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 could also request to be sent a hard copy of the document. This will notify persons who are resident or carrying on business in Rugby Borough, 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.</u></p> <p><u>All of the below will be consulted and will be sent a copy of the preliminary draft:</u></p> <ul style="list-style-type: none"> • <u>Local Authorities and County Councils which adjoin the boundary of Rugby Borough;</u> • <u>Such of the following as the charging authority consider appropriate:</u> • <u>All statutory bodies</u> • <u>All parish councils in Rugby Borough;</u> • <u>All those on the consultation database are consulted.</u> <p><u>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.</u></p>	

	<p>Representation may be accompanied by a request to be notified at a <u>specified address of:</u></p> <ul style="list-style-type: none"> • <u>The fact that the draft charging schedule has been submitted to the examiner;</u> • <u>The publication of the recommendations of the examiner and the reason for those recommendations; and</u> • <u>The approval of the charging schedule by the Local Authority.</u> <p><u>All representations must be passed on to the independent examiner and must be taken into account.</u></p> <p>Documents will be published on Council's website for consultation. The charging authority must invite representations on the preliminary draft from:</p> <ul style="list-style-type: none"> • persons who are resident or carrying on business in its area • such of the following as the charging authority consider appropriate <ul style="list-style-type: none"> ○ voluntary bodies some or all of whose activities benefit the charging authority's area, ○ bodies which represent the interests of persons carrying on business in the charging authority's area. • All statutory bodies • All parish councils • All those on the consultation database/previous respondents are consulted. <p>The consultation will be advertised in the local paper. All representations made must be taken into account. Members of the public can view documents online, at their local library or at Rugby Town Hall. They could 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 could also make representations via their elected member.</p>				
<p>Modifications to the Draft Charging Schedule after Publication</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="357 1294 655 1581"> <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 </td> <td data-bbox="655 1294 1035 1581"> <p>Where any modifications are made, the Regulations require the authority 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 has been published.</p> </td> </tr> <tr> <td colspan="2" data-bbox="357 1581 1035 1796"> <p><u>Documents will be published on 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 could also request to be sent a hard copy of the document. This will notify persons who are resident or carrying on business in Rugby Borough, 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.</u></p> </td> </tr> </table>	<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 Regulations require the authority 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 has been published.</p>	<p><u>Documents will be published on 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 could also request to be sent a hard copy of the document. This will notify persons who are resident or carrying on business in Rugby Borough, 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.</u></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 Regulations require the authority 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 has been published.</p>				
<p><u>Documents will be published on 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 could also request to be sent a hard copy of the document. This will notify persons who are resident or carrying on business in Rugby Borough, 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.</u></p>					

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	<p>All of the below will be consulted and will be sent a copy of the preliminary draft:</p> <ul style="list-style-type: none"> • <u>Local Authorities and County Councils which adjoin the boundary of Rugby Borough;</u> • <u>Such of the following as the charging authority consider appropriate:</u> • <u>All statutory bodies</u> • <u>All parish councils in Rugby Borough;</u> • <u>All those on the consultation database are consulted.</u> <p><u>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.</u></p> <p><u>All representations must be taken into account.</u> <u>The charging authority must invite representations on any modifications made from:</u></p> <ul style="list-style-type: none"> • <u>persons who are resident or carrying on business in its area</u> • <u>such of the following as the charging authority consider appropriate</u> <ul style="list-style-type: none"> ○ <u>voluntary bodies some or all of whose activities benefit the charging authority's area,</u> ○ <u>bodies which represent the interests of persons carrying on business in the charging authority's area.</u> • <u>All statutory bodies</u> • <u>All parish councils</u> • <u>All those on the consultation database/previous respondents are consulted.</u> <p><u>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.</u></p>	
<p>Submission</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"> • 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 Publication 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; <u>and</u> • A summary of the main issues raised.
	<p>As soon as practicable after a charging authority submits 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 which it is practicable to so publish • a statement of the fact that a copy of the draft charging schedule and each of the representation made are available for inspection and of the places at which they can be inspected. 	

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	<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 so submitted.</p>	
<p><u>Examination, Examiners Recommendations and Publication of Charging Schedule.</u></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 20-25<u>15</u> 	<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, the Council will publish the Schedule on its website and give notice by local advertisement of the approval of the Charging Schedule and notify those interested parties of its adoption. (Regulation 15).</p>
<p>All those who have previous made representations can be present at the examination.</p> <p><u>Documents will be published on Council's website, a notification will be put in the local paper and members of the public can view documents online, at their local library or at Rugby Town Hall. They could also request to be sent a hard copy of the document.</u></p> <p><u>All those who requested to be notified will be notified.</u></p> <p><u>Representations are not invited at this stage. 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.</u></p>		

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4.3. Statement of Community Involvement Review

4.1.3.1. 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 Committee Structure
- Technology
- Results of the review of consultations, including the effectiveness of consultation methods in engaging particular groups

5.4. 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 Local Plan Regulations 2012 (Part 2) defines 'duty to co-operate' bodies that a Local Authority must engage with during the different stages of Local Plan preparation. Rugby Borough Council engage with the following (where relevant):

- Environment Agency
- ~~English Heritage~~ [Historic England](#)
- Natural England
- Civil Aviation Authority (As RBC does not contain any Secretary of State Aerodromes (section 2 of the Civil Aviation Act 1982(c.16)), it may not always be relevant to consult with the Civil Aviation Authority).
- ~~Homes and Communities Agency~~ [England](#)
- Office of Rail ~~Regulation 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
- NHS Property Services
- NHS England
- Public Health England
- Warwickshire, Coventry and Solihull Local Nature Partnership (LNP)

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

The Local Plan Regulations 2012 (Part 1) defines 'general' consultation bodies that a Local Authority must engage with during the different stages of Local Plan 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

Rugby Borough Council will refer to the Development Strategy Consultation database for specific and general consultation bodies. 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 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
- Rugby Borough Parish Councils
- Other Consultees (Those that request to be added to the database – including Parish Councils not within the Authority Area, Local Authorities not immediately adjacent to the Rugby Boundary, Local Forums)
- 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 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. (Note: it is not always the responsibility of Rugby Borough Council to engage with the following groups, as this depends on the relevant stage of the neighbourhood plan preparation, in some instances, it will be the responsibility of the qualifying body who is preparing the Plan (i.e. a Parish/Town Council):

- A Local Planning Authority, County Council or Parish Council whose area is within or adjoins the area of the relevant Local Planning Authority
- The Coal Authority
- Homes ~~and Communities Agency~~ [England](#)
- Natural England
- The Environment Agency
- ~~English Heritage~~ [Historic England](#)
- Network Rail Infrastructure ~~Limited~~ [Company](#)
- 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 Local Planning Authority.
- Public Health Warwickshire
- 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 (Part 15) (as amended by the 2012 Regulations) defines the consultation bodies that a 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 PCPA 2004⁽¹⁾,
 - (ii) a local planning authority within the meaning of section 78 of PCPA 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 TCPA 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 is may not be appropriate to use at every stage of consultation on every document:

Local Development Documents - Types of Consultation

Type of Consultation Method	Commentary
Email	If you have expressed an interest in the preparation of a particular planning policy document, and have requested to be contacted by email 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 plan 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 Parish/Town Councils through to being available on the Council's web site. Copies of documents can also be obtained in large print, Braille, audio cassette or in other languages. 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 planning policy 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 information that we are seeking views on, in local libraries within the Borough:
Local Development Scheme	Sets out the three year programme (including details of various stages) for preparing and reviewing each Local Plan and Supplementary Planning Document (SPD). It is reviewed regularly. The latest version of the LDS is available to view on this link: www.rugby.gov.uk/lDs 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 plan preparation. 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 information that we are seeking views on to local Parish Councils
Press Release	At various stages of consultation, the Council issues a press release to various 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 a statutory advertisement in a local newspaper.
Rugby Town Hall	At various stages of consultation, we provide hard copies at the Rugby Town Hall of the information that we are seeking views on
Questionnaires/Response Forms	At each stage of public consultation where deemed 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 could be advertised and streamed through the social networking sites such as the Council's Twitter and Facebook pages.
Web Site	Consultations on Local Planning Documents will be published on our web site, 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 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 <u>and</u> Inclusive Consultation	
How comments will be taken into account	
How comments will be reported	

Statement of Community Involvement Consultation 2019 Summary of responses

Name	Organisation	Summary of Response	Council Response
Brian Coleman		<p>Unable to say if document is sound or not. Lack of encouragement for grassroots individuals/organisations to engage. Has previously participated in workshops on Scrutiny and the Town Centre, but does not consider that the Council listens. Previously raised the issue of a 'Peoples Panel' in the development of a Local Plan at the first Whittle Scrutiny Group Workshop but there has been no contact from the Council on this. Attended public consultation events on the Crematorium, Caldecott Park, Rugby Homelessness Forum and the Local Plan Examination 2018. Local Plan implementation process does not welcome constructive input from the public. Involvement in other town centre work over past 15 years but not progressed. SCI document is about process not generating a creative community response. Would appreciate half an hour with the Council to discuss why past engagement has not succeeded e.g.</p>	<p>Comment noted. No further amendment proposed.</p> <p>The SCI seeks to consult as broad a range of consultees as possible. The SCI is unable to address wider issues of consultation however comments raised will be forwarded to the Councils Communications and Democratic Services Teams.</p> <p>The Council will meet with key stakeholders when possible.</p>

		spent 30 hours at Local Plan Hearings.	
Keith Boardman	Thurlaston Parish Council	<p>Parish Council welcomes draft SCI. SCI does not provide guidance on the economic/commercial aspects of projects. Example given of Thurlaston Parish Council struggling to get views on South West Rugby heard. Never been a commercial case for the DB Symmetry complex. Expresses concern about the impact of a Planning Application for warehousing South West Rugby in terms of congestion, visual and environmental impact. Difficult to see how local talent in technical areas such as civil engineering can be brought into consultation process. Crick and Daventry should be included within the list of 'Duty to Cooperate' bodies. WCC Minerals Plan should be factored into LP considerations as WCC a consultation partner. SCI very technical but would be helpful if RBC processes are made more visible and summarised as a practical guide. Engagement is more than consultation it should encourage innovation from contributions from local residents. Supports the draft SCI but to be</p>	<p>Comment noted. No further amendment</p> <p>The Council seeks to consult as broadly as possible so welcomes suggestions around engaging members of the public more effectively. It is hoped that the consultation methods outlined in the SCI would reach as broad an audience as possible.</p> <p>TPC were engaged by Rugby Borough Council, including meeting with representatives of the parish council to discuss representations to the Local Plan process. The Parish Council submitted statements to the examination in public of the Local Plan and the Parish Council views were heard by the independent whilst participating in the hearings.</p> <p>Comments on the Planning Application in South West Rugby are beyond the scope of the SCI consultation, but the comments have been forwarded to the Case officer assessing the Planning Application.</p> <p>Rugby Borough Council officers responded to the WCC Minerals Plan consultation, however, the Local Plan could not take account of a draft document.</p> <p>Daventry District Council is a DTC body so to be added to the list of Duty to Cooperate bodies in the SCI.</p>

		effective needs to consider the points raised. TPC always keen to discuss comments and ideas with RBC.	
Carla Wright	Natural England	Unable to comment on individual SCI's but supportive of general principle of community engagement.	Comment noted. No further amendment proposed.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Growth and Investment
Policy/Service being assessed	Development Strategy- Statement of Community Involvement
Is this is a new or existing policy/service?	No- updating an existing document
If existing policy/service please state date of last assessment	May 2018 (Please see Equality Impact Assessment Rugby Borough Council Local Plan 2011-2031)
EqlA Review team – List of members	Ruari McKee
Date of this assessment	13/08/2019
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
<p>(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?</p>	<p>The Council has a statutory duty to prepare a Statement of Community Involvement (SCI). The SCI sets out who Rugby Borough Council will engage in the production of planning documents, how and when they would be engaged.</p> <p>The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in the planning process.</p> <p>The SCI is being updated to reflect the latest legislation and regulation.</p> <p>This document accompanies the SCI 2019. A consultation has taken place and it is sought that the document is now adopted by Full Council.</p>

(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?

The Rugby Borough Local Plan fits into Rugby Borough Council's overarching priorities by planning for sustainable growth. The SCI is in support of the Local Plan, Neighbourhood Planning, Local Development Scheme and Supplementary Planning Document.

The SCI is considered to help meet the Council's 5 key equality objectives. For example, objective 3: "To improve how the Council engages with communities, partners and customers".

The SCI identifies methods to help the Council engage as broadly as possible to ensure all groups are included in the consultation process. For example, engaging with specific community groups.

Recent consultations on the Local Plan have received a high number of responses, which is considered to indicate that the Council's approach is successful.

A key challenge is ensuring a diverse range of respondents. The SCI seeks to help address this through including a range of consultation methods, such as the use of the Councils social media platforms to reach a larger audience.

Crucially, the SCI details how stakeholders can respond and offers guidance for submitting representations. The procedural guidance included is considered helpful to all groups in assisting a general understanding of the planning process.

The SCI is considered to have a positive impact on equality. This is because it helps empower communities to make their voice heard. It also gives the Council the opportunity to ask a diverse range of groups how they would like their voice heard in the planning process.

The Council believes that any organisation should reflect all the communities and people it serves in both employment and service delivery. By implementing this update to the SCI, the Council recognises its responsibilities and its leadership role within the community and aims to be a leading organisation in the promotion of equality of opportunity and diversity within Rugby.

<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>1.Ensuring that the planning consultations methods are based upon is both up-to-date and as far reaching as possible.</p> <p>2.Ensure that all consultations reach both as many stakeholders as possible and as many different groups as possible.</p>
<p>(4)Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The document will affect all groups within the Borough.</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>

Appendix 4

<p>(1) What does the information tell you about those groups identified?</p>	<p>Previous consultations have informed the Council’s understanding of the groups in the Borough and helped to develop the consultation database. The Development Strategy Team maintains a substantial evidence base which informs the Local Plan.</p> <p>The evidence base has been produced in conjunction with various departments of Warwickshire County Council (including the Warwickshire Observatory) as well as numerous external agencies and consultants.</p> <p>A full list of documents is available online at:</p> <p>https://www.rugby.gov.uk/info/20004/planning_strategy/348/local_plan_examination/3</p> <p>It is likely that those already engaged in the planning process are more likely to continue engagement rather than potential stakeholders who aren’t currently engaged. The Council recognises the key challenge is ensuring all stakeholders are engaged in the planning process. For example, young people.</p>
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>The updated SCI has been subject to a 6 week consultation prior to adoption.</p> <p>Broad consultation methods were used and all responses analysed, summarised and responses included in a responses summary document.</p> <p>There were three responses to the consultation, which is considered in line with the response received to the previous consultation in 2015. There have been no further amendments to the SCI as a result of the consultation which would have an impact on equality.</p>

(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.

Please see above.

Stage 3 – Analysis of impact

(1) Protected Characteristics

From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?

If yes, identify the groups and how they are affected.

RACE
Positive

DISABILITY
Positive

GENDER
Positive

**MARRIAGE/CIVIL
PARTNERSHIP**
Positive

AGE
Positive

**GENDER
REASSIGNMENT**
Positive

RELIGION/BELIEF
Positive

**PREGNANCY
MATERNITY**
Positive

SEXUAL ORIENTATION
Positive

(2) Cross cutting themes

(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?

(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?

The consultation was around how the council will consult on planning documents in the future. It aspires to reach as many different groups as possible in those consultations. As such it is unlikely to have a negative impact on social inequalities.

The SCI is unlikely to have an impact on a carer who looks after older people or people with disabilities.

(3) If there is an adverse impact, can this be justified?	N/A
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/A
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	<p>Consultation seeks to engage as many people and as many groups as possible.</p> <p>Consultees may suggest methods to reach a diverse range of groups in society. This is a process rather than a single event. For example, changing technology is affecting consultation. This is why it is important that the Council updates the SCI on a regular basis.</p>
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	By improving consultation methods to reach a greater number and diversity of people, a broad range of society will get the opportunity to have their voice heard. This gives the opportunity to address issues they aren't currently aware of or add greater weight to issues which currently aren't being sufficiently addressed.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	There are general consultation barriers e.g. not everyone has internet access. Therefore the Council is using both digital and paper methods of consultation and the contact details of the Development Strategy are provided for people to contact officers if additional information or explanation is required.
<u>Stage 4 – Action Planning, Review & Monitoring</u>	

If No Further Action is required then go to –
Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Consultation	Ruari McKee			
Post-consultation EIA update	Ruari McKee			
Post-consultation discussion with Equalities Officer	Ruari McKee			

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

The SCI will be monitored and subject to review when new legislation and regulations are introduced.

The Council is considered to have a good record of ensuring its SCI is up to date.