



21 February 2019

CABINET – 4 MARCH 2019

A meeting of Cabinet will be held at 6.00pm on Monday 4 March 2019 in the Council Chamber, Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.
To confirm the minutes of the meeting held on 4 February 2019.
2. Apologies.
To receive apologies for absence from the meeting.
3. Declarations of Interest.
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.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 26 February 2019).

Growth and Investment Portfolio

5. Update to the 2015 Statement of Community Involvement.

Corporate Resources Portfolio

Nothing to report to this meeting.

Communities and Homes Portfolio

6. Public Health Funding Allocations for Joint Strategic Needs Assessment Projects.

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

7. Retail discount for businesses.

8. 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 item on the grounds that it involves the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

Nothing to report to this meeting.

Communities and Homes Portfolio

Nothing to report to this meeting.

Environment and Public Realm Portfolio

1. Future Recycling Options.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

2. Write offs.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. CAB 2018/19 – 9) are attached.

Membership of Cabinet:

Councillors Stokes (Chairman), Mrs Crane, Lowe, Mrs Parker and Ms Robbins.

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

AGENDA MANAGEMENT SHEET

Report Title: Update to the 2015 Statement of Community Involvement

Name of Committee: Cabinet

Date of Meeting: 4 March 2019

Report Director: Head of Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All

Prior Consultation: None

Contact Officer: Victoria Chapman- 3758

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Please see below

Summary: The Council is required, as part of the Planning and Compulsory Purchase Act 2004, to produce a Statement of Community Involvement (SCI). It is proposed to update the document in line with the latest legislation and regulatory changes.

Financial Implications: None

Risk Management Implications: Option 1 is recommended to ensure Rugby Borough Council has the most up-to-date consultation document possible to inform future planning consultations

Environmental Implications: None

Legal Implications: None

Equality and Diversity: The SCI concerns consultations so an equality impact assessment has been undertaken

Options: Option 1: To agree to the Draft Statement of Community Involvement for the purposes of consultation

Option 2: To revise the Draft Statement of Community Involvement prior to consultation

Recommendation:

- (1) The Draft Statement of Community Involvement 2019 be approved for consultation; and
- (2) the Head of Growth and Investment be given delegated powers to make any minor amendments required prior to consultation.

Reasons for Recommendation: The Draft Statement of Community Involvement has been prepared for consultation with the public and key stakeholders. The approval of the draft document will allow the SCI consultation to take place prior any future planning consultations

Cabinet - 4 March 2019

Update to the 2015 Statement of Community Involvement

Public Report of the Head of Growth and Investment

Recommendation

- (1) The Draft Statement of Community Involvement 2019 be approved for consultation; and
- (2) the Head of Growth and Investment be given delegated powers to make any minor amendments required prior to consultation.

1. Background

It is a statutory requirement of the Council to produce a Statement of Community Involvement (SCI). The SCI sets out who Rugby Borough Council will engage with on the preparation of planning documents, how and when they will be engaged. The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in the Planning process.

The original Rugby Borough SCI was adopted (following public consultation and examination by a Planning Inspector) in September 2009. Following the introduction of the Localism Act 2011 and the 2012 National Planning Policy Framework (NPPF), the SCI was updated in 2015 to reflect these changes in planning legislation and regulation. A six week public consultation on the updated SCI took place between 26th January and 6th March 2015. Cabinet adopted the final version of the SCI in April 2015.

Owing to the Neighbourhood Planning Act 2017, a new National Planning Policy Framework (July 2018) and the anticipated adoption of the new Rugby Borough 2011-2031 Local Plan, further minor updates to the SCI are required. This will ensure that the consultation for the forthcoming suite of updated Supplementary Planning Documents (SPDs) in support of the new Local Plan as well as forthcoming Neighbourhood Plans are in line with the latest legislation and regulations.

2. Updated SCI public consultation

There are no statutory requirements as to how the SCI is produced. For the previous SCI update, the Council followed best practice relating to consultation undertaken for other planning documents so this same approach is proposed again. The public consultation will allow for the incorporation of new ideas on community involvement put forward by respondents.

Following the approval of Cabinet, a six week public consultation on the Draft SCI 2019 is proposed to take place between March and May 2019. All statutory consultees will be notified of the consultation, a press notice will be placed in the local press and a notice will be placed on the Councils website and social media platforms. Paper copies of all consultation documents (the updated SCI itself alongside an explanatory letter) will be available at the town hall and local libraries.

All representations received on the draft SCI will be considered, summarised and, where appropriate, added to the document. After the consultation, the final version of the SCI will be taken to Cabinet in May 2019 for adoption, in line with the forthcoming Local Development Scheme.

Conclusion

It is a statutory requirement for the Council to produce a Statement of Community Involvement. The purpose of amending the current 2015 SCI is to ensure the SCI is updated with the latest legislation and regulations. Agreeing to consult on the Draft Statement of Community Involvement 2019 is the first step in ensuring that local communities and stakeholders have an up to date SCI.

Name of Meeting: Cabinet
Date of Meeting: 4 March 2019
Subject Matter: Update to the 2015 Statement of Community Involvement
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
Appendix 1	Statement of Community Involvement 2019
Appendix 2	SCI 2019 Consultation Strategy
Appendix 3	SCI 2019 Equality Impact Assessment

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Rugby Borough Council

Draft Statement of Community Involvement



March 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 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 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) (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 introduced 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) (July 2018)**

The revised National Planning Policy Framework sets out the governments 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. **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.

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.

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.

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: 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. 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 into 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.

Neighbourhood Plan Stage	Qualifying Body Role (parish or town council; neighbourhood forum; or community organisation)	RBC Support and Advice
Draft Plan 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 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 economic and housing need

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

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 can 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 Monitoring Report (AMR)**

Monitoring Reports are an important component of the planning system. The Council is required to publish an Authority Monitoring Report (AMR) annually as a result of the Planning and Compulsory Purchase Act 2004 and Regulation 34 of the Town and Country Planning Regulations 2012

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 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 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

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.

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.

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 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', 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.

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.

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

2.5. Who we will consult

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; 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.

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 below:

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

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.

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.

2.5.8. In the preparation of Local Development Documents, 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.

2.5.9. 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'.

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.

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

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

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.

2.5.13.

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.

The Councils Privacy Notice can be read below:

2.5.14. https://www.rugby.gov.uk/info/20030/information_and_data/388/privacy/3

2.6. How can you get involved?

- 2.6.1. 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 that satisfy all, 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 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.

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.
 - 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.

2.7.2. Where a meeting with consultees is held, a record 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 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 are identified in the shaded box.*

2.8.2. New Local Plan

2.8.3. The emerging Rugby Borough Council Local Plan 2011-2031 will supersede the previous Core Strategy. The 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.

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 as it amends the Planning and Compulsory Purchase Act 2004.	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.

		<ul style="list-style-type: none"> • 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 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 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. All representations made must be taken into account.</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 a minimum period of 6 weeks. 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>
		<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 and where they have indicated at an earlier stage that they wish to be kept informed. Previous respondents are also 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 could also request to be sent a hard copy of the document.</p>

	<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>All representations made must be taken into account.</p>	
<p>Submission</p>	<p>The Town and Country Planning (Local Planning) (England) Regulations 2012:</p> <ul style="list-style-type: none"> • Regulation 22 and 23 	<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>The Inspector must consider all representations made under regulations 19 and 20.</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>Documents will be published on Council's website. All statutory bodies are notified of submission. All parish councils are notified of submission. 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. The submission of documents 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> <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>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:</p> <ul style="list-style-type: none"> • The date, time and place the hearing is to be held;

		<ul style="list-style-type: none"> The name of the person appointed to carry out the independent examination; Their opportunity to appear before and be heard by the person appointed to carry out the independent examination.
	<p>The hearings are open to all members of the public to attend.</p> <p>All those who have previously made representations can request to submit evidence at the hearings. Please note that the Council does not control the hearings process, who or how many respondents can give evidence 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.</p>	
Examination-Modifications		<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>See publication stage.</p> <p>At this stage representations should refer to a specific modification, rather than being a general comment on an emerging Local Plan.</p>	
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.</p> <p>All statutory bodies are notified.</p> <p>All parish councils are notified.</p> <p>All those who have responded to consultation at an earlier stage and requested to be notified are notified.</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.</p> <p>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, the document is taken forward to 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</p>

		<p>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. 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.</p>	

2.8.5. **Supplementary Planning Documents (SPDs)**

Currently three adopted Supplementary Planning Documents- which support the 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 after adoption of the emerging Local Plan.

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

- 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.

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

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 Strategic Environmental Assessment 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	<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 minimum of 4 weeks.</p> <p>At this stage the final SEA screening (or full SEA is required) is also published. Following the consultation The Council also 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; 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.</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 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. 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 web site and made</p>

	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>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 could also request to be sent a hard copy of the document. Representations are not invited at this stage</p>

2.8.7. Neighbourhood Planning

Rugby Borough 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.

2.8.8. 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	<p>The Neighbourhood Planning (General) Regulations 2012 (As Amended):</p> <ul style="list-style-type: none"> Regulation 6 	<p>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:</p> <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>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</p>

		Parish Council's area then the Local Planning Authority can designate this area without the need for consultation.
	<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 could 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 could 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>	

<p>Publicising Plan Proposal</p>	<p>a</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 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 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 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 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. 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 plan proposal. 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 ("the decision statement"), • details of where and when the decision statement may be inspected; and • the report made by the examiner. <p>This should be published on 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.</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 the Local Planning Authority, with modifications of required, it is taken to referendum. The referendum is organised by the Local Authority.
	<p>The Council publishes an information statement and a notice of referendum</p> <p>Polling takes place (in a business area an additional referendum is held)</p> <p>The results are declared</p> <p>The Council should then consider the plan in relation to EU obligations and Convention rights.</p>	
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 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:</p> <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.
	The decision will be published on the council's website.	

	<p>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>All those who have requested to be notified of the plan being made will be notified.</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.</p> <p>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>All those who have requested to be notified will be notified.</p>	

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.

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

Stage	Regulation	Description
Preliminary Draft 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"> • Regulation 15 • 	<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.</p> <p>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.</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>All of the below will be consulted and will be sent a copy of the preliminary draft:</p> <ul style="list-style-type: none"> • Local Authorities and County Councils which adjoin the boundary of Rugby Borough; • Such of the following as the charging authority consider appropriate: • All statutory bodies • All parish councils in Rugby 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>All representations made must be taken into account.</p>	
<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>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.</p> <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"> • Local Authorities and County Councils which adjoin the boundary of Rugby Borough; • Such of the following as the charging authority consider appropriate: • All statutory bodies • All parish councils in Rugby 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>Representation 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 Local Authority. <p>All representations must be passed on to the independent examiner and must 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 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>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</p>	

	<p>authority's area and bodies which represent the interests of persons carrying on business in the charging authority's area.</p> <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"> • Local Authorities and County Councils which adjoin the boundary of Rugby Borough; • Such of the following as the charging authority consider appropriate: • All statutory bodies • All parish councils in Rugby 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>All representations must be taken into account.</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; and • 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. <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>	
<p>Examination, Examiners Recommendations and Publication of 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"> • 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, 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.</p>
	<p>All those who have previous made representations can be present at the examination.</p> <p>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.</p> <p>All those who requested to be notified will be notified.</p> <p>Representations are not invited at this stage.</p>	

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 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 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
- 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 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
- 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 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 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 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 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: 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 and Inclusive Consultation	
How comments will be taken into account	
How comments will be reported	

Statement of Community Involvement 2019 Consultation Strategy

Document Title: Statement of Community Involvement (SCI) 2019	
Nature of Plan being Prepared	The SCI sets out who, when and how Rugby Borough Council will engage with in the development of planning documents.
Purpose of Consultation	<p>The Council keeps the SCI under regular review. Since the original SCIs introduction in 2007, the SCI has been subject to one update in 2015. This further update to the SCI seeks to reflect the latest legislation and regulations.</p> <p>The purpose of this consultation is to seek stakeholder's views on these updates.</p>
Nature of issues that need to be consulted upon	The SCI sets out the Councils consultation strategy in the production of planning documents, the different stages of consultation for different types of planning documents and the consultation methods to be used by the Council when it consults.
Who should be consulted	<p>Statutory consultees will be contacted, as will all those who have opted in to the Development Strategy consultation database.</p> <p>Details will be published online in an attempt to broaden the consultations reach, such as through the use of the Councils social media platforms. A press release will be issued.</p>
Why we are consulting them	<p>The Council has a statutory duty to maintain a Statement of Community Involvement, under the 2004 Planning and Compulsory Purchase Act.</p> <p>The Council is seeking views to inform the development of the document. For example, the Council may look to include additional suggestions as to how the Council can reach the broadest audience possible in consultations.</p>
When consultation will take place	<p>Subject to Cabinet approval, the consultation is intended to take place week beginning 11th March, for a period of 6 weeks.</p> <p>There are no set guidelines as to how an SCI is produced. The Council has sought to follow best practice in community</p>

	consultation on planning documents. Therefore the 6 week consultation is being held to ensure consistency with the Councils approach to the previously updated SCI in 2015.
Accessible and Inclusive Consultation	<p>The consultation will use both paper and digital consultation methods.</p> <p>The Consultation database includes a number of community groups. Consulting these groups will help to ensure the consultation is as inclusive as possible.</p>
How comments will be taken into account	<p>All comments will be summarised and a consultation summary document produced for Cabinet.</p> <p>Suggestions may be included in an updated document prior to final Cabinet approval and adoption of the document.</p>
How comments will be reported	Comments will be included in a summary document which will be taken back to Cabinet for the adoption of the SCI.

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	08/02/2019
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 draft SCI 2019. A consultation will take place, subject to Cabinet approval, before the document is adopted.</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 3

<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 will be subject to a 6 week consultation prior to adoption.</p> <p>Broad consultation methods will be used and all responses analysed, summarised and appropriate changes made.</p>
<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.</p>	<p>Please see above.</p>

Stage 3 – Analysis of impact			
<p>(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?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE Positive</p>	<p>DISABILITY Positive</p>	<p>GENDER Positive</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP Positive</p>	<p>AGE Positive</p>	<p>GENDER REASSIGNMENT Positive</p>
	<p>RELIGION/BELIEF Positive</p>	<p>PREGNANCY MATERNITY Positive</p>	<p>SEXUAL ORIENTATION Positive</p>
<p>(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?</p>	<p>The consultation is 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.</p> <p>The SCI is unlikely to have an impact on a carer who looks after older people or people with disabilities.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	N/A		
<p>(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.)</p>	N/A		

<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<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>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>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.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>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.</p>

Stage 4 – Action Planning, Review & Monitoring

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.

EqIA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

Appendix 3

(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.

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'

AGENDA MANAGEMENT SHEET

Report Title: Public Health Funding Allocations for Joint Strategic Needs Assessment Projects

Name of Committee: Cabinet

Date of Meeting: 4 March 2019

Report Director: Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All

Prior Consultation: Cabinet - 3 December 2018 and Rugby Health and Wellbeing Partnership

Contact Officer: Michelle Dickson (Communities and Projects Manager)

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: N/a

Summary: In recent years, the Council has been administering grants on behalf of Public Health Warwickshire. In 2018/19 this was £20,000 of which only £5,000 was allocated through the grants process. This was as a consequence of the criteria, laid down by Public Health being very focused, with few applications meeting their requirements.

Cabinet on 3 December 2018 agreed that any underspend from 2018/19 monies, along with any future allocation from Public Health instead be utilised for project delivery according to:

- health and wellbeing priorities identified through the local joint strategic needs assessment work
- transparent eligibility criteria to be agreed by Public Health, Rugby Health and Wellbeing Partnership and subsequently agreed by Cabinet.

Public Health then led an expression of interest amongst the voluntary and community sector for potential bids for the £15,000 2018/19 underspend.

Subsequently, 6 bids were received and initially evaluated by Public Health and the Council's Communities and Projects Manager. Where appropriate, clarifications were sought from the bidders.

The bids, along with initial observations, were considered by the Rugby Health and Wellbeing

Partnership at their meeting on 6 February 2019 and are detailed in section 4.0 of this report.

Financial Implications:	<p>There are no direct financial implications for the Council.</p> <p>There is currently £15,000 available from Public Health for the delivery of projects (utilising the underspend of grant allocations for 2018/19), with the potential for a further £15,000 being available (subject to budget confirmation). A further round of bids will be invited for any future available funding.</p>
Risk Management Implications:	<p>There are no direct risk implications for the Council</p>
Environmental Implications:	<p>There are no legal implications for the Council</p>
Legal Implications:	<p>There are no legal implications</p>
Equality and Diversity:	<p>The business case for potential projects include a summary of equality and diversity issues</p>
Options:	<p>Agree to the recommendations of the Rugby Health and Wellbeing Partnership, in respect of projects identified for funding.</p> <p>Disagree with the recommendations of the Rugby Health and Wellbeing Partnership and request new bids for potential project delivery.</p>
Recommendation:	<p>The projects endorsed by the Rugby Health and Wellbeing Partnership, as detailed in section 4.0 of the report, be approved.</p>
Reasons for Recommendation:	<p>There has been a transparent process for the invitation and evaluation of bids. The Council, Public Health and the Rugby Health and Wellbeing Partnership have worked collaboratively to identify projects that they endorse for support.</p>

Cabinet - 4 March 2019

Public Health Funding Allocations for Joint Strategic Needs Assessment Projects

Public Report of the Head of Communities and Homes

Recommendation

The projects endorsed by the Rugby Health and Wellbeing Partnership, as detailed in section 4.0 of the report, be approved.

1.0 Introduction

In recent years, the Council has been administering grants on behalf of Public Health Warwickshire. In 2018/19 this was £20,000 of which only £5,000 was allocated through the grants process. This was as a consequence of the criteria, laid down by Public Health being very focused, with few applications meeting their requirements.

Cabinet on 3 December 2018 agreed that any underspend from 2018/19 monies, along with any future allocation from Public Health instead be utilised for project delivery according to:

- health and wellbeing priorities identified through the local joint strategic needs assessment work
- transparent eligibility criteria to be agreed by Public Health, Rugby Health and Wellbeing Partnership and subsequently agreed by Cabinet.

2.0 Bid process

In late December 2018, Public Health invited expressions of interest (EOI's) from stakeholders and community partners for projects aligned to the Joint Strategic Needs Assessment (JSNA) Wave 1 priority areas (Brownsover, Newbold or the whole Rugby population). This was for projects to utilise the £15,000 underspend for 2018/19. The potential funding for each project is £500 - £10,000.

The criterion for bids (retrospectively endorsed by the Rugby Wellbeing Partnership) are detailed in Appendix 1.

There were 7 EOI's received from 6 organisations, by 18 January 2019 deadline.

These were initially evaluated by a panel, made up of:

- Rachel Robinson (Associate Director of Public Health WCC/NWCCG)
- Michelle Dickson (Communities and Projects Manager, RBC)
- Melanie Adekale (Commissioning Manager, WCC)

The panel prepared a summary of the bids received and their recommendations for consideration by the Rugby Health and Wellbeing Partnership at their meeting on 6 February 2019.

3.0 Summary of bids received

Organisation	Bid amount	Target Area	Brief Project description
Hope 4 Homeless support	£1,700*	Rugby	24 sessions for teaching cooking and build independence (8 participants per session)
Rugby Methodist Church	£3,622	Newbold, Brownsover, Town Centre, New Bilton and Overslade	A Young people theatre group
Newbold on Avon community partnership	£10,000	Newbold	To provide a health and wellbeing service to the local community.
On Track	£9,914	Brownsover	Young people sport and physical activity project
EQuiP	£9,712	Brownsover	An initiative to empower girls and young women exercise and civil rights
Rugby and Daventry Methodist Circuit	£9,816	Rugby and Daventry	Mobile community outreach pilot to deliver food, chaplain and general support to vulnerable communities

*recommended to Rugby Health and Wellbeing Partnership that this be increased to £5,000 to enable a 2-year project

4.0 Recommendations to the Rugby Health and Wellbeing Partnership

4.1 Successful bids

The following projects, totalling £14,715 were endorsed for funding by the Rugby Health and Wellbeing Partnership at their meeting on 6 February 2019:

Hope4 The Learn to Cook (£1,700) - it was felt that the sessions had the potential for wider scope as there is a known need for people to learn and develop basic cooking schools. There is the potential for referrals to the project from the Council's Housing Service (a need for which has been identified through pre-tenancy workshops and Personal Housing Plans) and from ConnectWell.

The project has the potential to contribute to supporting to gain independence in their homes which in turn supports mental health and wellbeing (which are JSNA priorities).

The panel felt that this bid should be approved, but for **an increased amount of £5,000** for a two-year project.

EQuIP Empowerment of young women and girls (£9,715) This service will provide physical activity as well as mental health peer and group support to build resilience among girls and young women in Brownsover. There will also be support on finances and knowledge about women's rights. The programme is a 2hr session per week for 12 weeks. Three of these programmes will run throughout the year potentially reaching 18 - 45 people. This addresses the JSNA need for more activities for young people and support for their mental health.

4.2 Unsuccessful bids

The partnership agreed that the following projects should not be supported:

On Track Sport youth club expansion (£9,914) - The proposal is to expand on the current provision of services already delivered by On Track in Brownsover. As this is not a new project then it cannot be funded.

The Rugby Methodist Church Theatre Group (£3,622) - The theatre group project proposed by The Methodist Church could not demonstrate reaching people in the target JSNA area. The Church will be directed to seek potential alternative community funding to support this project.

The Rugby and Daventry Methodist Circuit (£9,816) – this project also had issues with reaching people in the target JSNA area. However, the proposal of a mobile chaplain and community support could not be supported on the grounds that it advocates religious beliefs.

Newbold on Avon Community Partnership (£10,000) - To provide a health and wellbeing being worker to provide support for 12 hours per week. This bid could not demonstrate sustainability beyond 12 months and the costings were not robust. It is recommended that this organisation submits a service bid for next year's funding.

5.0 Conclusion:

There has been a transparent process for inviting and evaluating bids, all of which have the potential to contribute positively to the health and well-being of the people of Rugby, in line with the JSNA priorities.

Name of Meeting: Cabinet

Date of Meeting: 4 March 2019

Subject Matter: Public Health Funding Allocations for Joint Strategic Needs Assessment Projects

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Criterion for Public Health Funding Allocations for Joint Strategic Needs Assessment (JSNA) Projects

1. Must be an organisation based in Rugby providing a new project in the JSNA Wave 1 priority area of Brownsover and Newbold or Rugby whole population
2. Must address issues raised at the JSNA stakeholder event in June 2018. JSNA Reports were supplied. Five overarching themes were identified Housing, Young People, Transport, Access to Primary care, Mental health services, Employment/Education, General issues.
3. Project must be new with the ability to have an impact within 12 months and have a sustainability plan
4. Funding must not be used to support existing projects or funding streams.
5. Project must be innovative and involve local residents
6. Project must have to ability to build community coherence
7. The provider must not make a profit from this activity.
8. To award a bid the organisation must have governance plans in place safeguarding, data handling, equality and health and safety legislation
9. Must be an organisation based in Rugby providing a new project in the JSNA Wave 1 priority area of Brownsover and Newbold or Rugby whole population
10. Must address issues raised at the JSNA stakeholder event in June 2018. JSNA Reports were supplied. Five overarching themes were identified Housing, Young People, Transport, Access to Primary care, Mental health services, Employment/Education, General issues.
11. Project must be new with the ability to have an impact within 12 months and have a sustainability plan
12. Funding must not be used to support existing projects or funding streams.
13. Project must be innovative and involve local residents
14. Project must have to ability to build community coherence
15. The provider must not make a profit from this activity.
16. To award a bid the organisation must have governance plans in place safeguarding, data handling, equality and health and safety legislation.

AGENDA MANAGEMENT SHEET

Report Title: Retail Discount for Businesses

Name of Committee: Cabinet

Date of Meeting: 4 March 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance:

Prior Consultation: None

Contact Officer: Chryssa Burdett X3495

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:	Local Government Finance Act 1988
Summary:	The Government announced the introduction of retail discount in the 2018 Budget to help ratepayers in the retail sector.
Financial Implications:	The discount is being funded by the Government.
Risk Management Implications:	There are no risk management implications for this report.
Environmental Implications:	There are no environmental implications for this report
Legal Implications:	There are no legal implications for this report
Equality and Diversity:	There are no equality and diversity implications for this report
Options:	
Recommendation:	The report be noted.
Reasons for Recommendation:	The Government is funding this discount

Cabinet - 4 March 2019

Retail Discount for Businesses

Public Report of the Head of Corporate Resources and CFO

Recommendation

The report be noted.

1.1 INTRODUCTION

The Local Government Finance Act 1988 allows the Council to grant Discretionary Rate Relief. The Government announced in the 2018 Budget to help retail ratepayers with a discount to their rate bill from 1 April 2019 and 1 April 2020. The purpose of this report is to provide Members with a scheme that will be used for the Borough's retail ratepayers.

1.2 RETAIL DISCOUNT

The discount will be available to retail business where the Rateable Value is less than £51,000.

It is a two year only scheme. The discount will be a third off their bill after having taken account of any other discounts and reliefs.

The cost of this measure is being fully reimbursed by Central Government, but the Council has to have a scheme in order to grant the relief and this is attached at Appendix 1.

Name of Meeting: Cabinet
Date of Meeting: 4 March 2019
Subject Matter: Retail Discount for Businesses
Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



Appendix 1

Business Rates

Retail Discount Scheme 2019-20 & 2020-21

Introduction

The Government announced in the Budget on 29 October 2018 that it will provide a discount of a third off the rates payable (after all other reliefs have been awarded) to all occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21.

As this is a measure for 2019-20 and 2020-21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, in line with the eligibility criteria set out in this document, reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant the discount.

Local billing authorities are required to adopt a local scheme and decide in each individual case when to grant the discount under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to grant the discount to qualifying ratepayers.

As the grant of the discount is discretionary, authorities may choose not to grant the discount if they consider that appropriate, for example where granting the relief would go against the authority's wider objectives for the local area. Rugby Borough Council intend to grant the discount to ratepayers that are considered will be eligible based on previous applications or local knowledge, but will still require ratepayers to confirm that any discount complies with EU law on state aid. Any other ratepayers will be required to state that any discount granted complies with EU law on state aid. An application form will be sent out to those ratepayers.

Properties that will benefit from the discount

Properties that will benefit from the discount will be occupied, with a rateable value of less than £51,000 and that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.

To qualify for the discount, the property should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, properties which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the discount.

The government consider shops, restaurants, cafes and drinking establishments to mean:

Properties that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

Properties that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- DVD/ video rentals
- Tool hire
- Car hire

Properties that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

The lists set out above are not intended to be exhaustive and each application will be considered to determine whether they are broadly similar in nature to those listed.

Properties that will not benefit from the discount

The government does not consider retail use for the purpose of this discount as:-

Properties that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting office

or properties that are not reasonably accessible to visiting members of the public

Calculation of Relief

The total amount of government-funded discount available for each property will be a third of their rates payable after all other relief has been granted for each of the years under this scheme. There is no discount available under the scheme for properties with a rateable value of £51,000 or more.

The eligibility for the discount and the discount itself will be assessed and calculated on a daily basis.

The following formula will be used to determine the amount of the discount to be granted for a particular property in the financial year:

Amount of the discount to be granted = $V/3$

where V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where local authorities have used their discretionary relief powers.

Ratepayers that occupy more than one property will be entitled to the discount for each of their eligible properties, subject to State Aid de minimis limits.

State Aid

State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However Retail Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)

The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).

To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid.

The application form will require the ratepayer to declare that the award of retail relief will not exceed its De Minimis threshold.