

South Kesteven District Council

Draft Statement of Community Involvement

March 2026

Consultation: Friday 13th March - Friday 24th April 2026



SOUTH
KESTEVEN
DISTRICT
COUNCIL

General Information

Title

Draft Statement of Community Involvement (2026)

Subject matter

To provide a clear structure and guidance on how the Council intends to engage with the community and stakeholders through the planning process

Consultation

The consultation plays a vital role in shaping how the Council engages with local communities, developers, and other stakeholders on future planning matters - , ensuring that public input meaningfully informs the final document.

The SCI will be consulted on for 6 weeks and will run from 13th March 2026 until 24th April 11:59pm. The easiest and quickest way to comment is online using the consultation portal on the Council's website – <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/statement-community-involvement>

You may also submit comments by:

- Email to planningpolicy@southkesteven.gov.uk
- Post to Planning Policy Team, South Kesteven District Council, Council Offices, The Picture House, St Catherine's Road, Grantham, NG31 6TT.

Adoption

The Statement of Community Involvement (SCI) was formally adopted by South Kesteven District Councils Cabinet on the.

Contact Information

Planning Policy Team
South Kesteven District Council Offices
Council Offices,
The Picture House
St Catherine's Road
Grantham
NG31 6TT

Tel: 01476406080

E-mail: planningpolicy@southkesteven.gov.uk

Web: <http://www.southkesteven.gov.uk>

Table of Contents

Introduction	5
1. Background	5
2. What is a Statement of Community Involvement?	5
3. Legal Requirements	5
4. Why is a Review Needed?.....	6
5. General Principles of consultation;	6
6. Changes in consultation	6
Planning Policy Documents.....	7
7. South Kesteven Local Plan.....	7
8. Development Plan Documents (Local Plans) - When Do We Consult.....	7
Stage 1 – Preparation of a Local Plan (Regulation 18).....	7
Stage 2 – Publication of a Local Plan (Regulation 19).....	8
Stage 3 – Submission of a Local Plan to the Secretary of State (Regulation 22).....	8
Stage 4 – Examination of a Local Plan (Regulation 24).....	8
Stage 5 – Adoption of a Local Plan document (Regulation 26).....	9
Stage 6 – Monitoring.....	9
9. Supplementary Planning Documents - When Do We Consult.....	9
Stage 1 – Preparation and Public participation (Regulation 12 & 13)	9
Stage 2 – Adoption of supplementary planning documents (Regulation 14).....	10
Neighbourhood Planning.....	11
10. What is Neighbourhood Planning	11
Who is involved in the Plan Preparation Process?	12
12. Who Do We Consult?	12
13. The Duty to Co -Operate	12
14. Consultation Database	12
15. How Do We Consult.....	13
16. Consultation Methods.....	14
Community involvement in Planning Applications	17
17. Consulting on Planning Applications.....	17
18. Pre-Application Advice and Consultation	17
19. Pre-Application Consultation by Developers.....	17
20. Notification/Publicity of Planning Applications.....	17
21. Weekly list	18
22. Press notices.....	18
23. Parish and Town Councils	18
24. Neighbouring owner/occupier Notifications & Site Notices.....	18

25. Ward Councillors	19
26. Commenting on Planning Applications	19
27. Re-notification	21
28. Determination of Planning Applications	21
29. Role of Elected Members	21
30. Notification of Decision on Planning Applications	22
31. Planning Appeals	22
32. Prior Approval Notifications	22
33. Designation of New or Amended Conservation Areas	23
34. Works to Protected Trees	23
35. Hedgerow Removal Applications	24
36. Enforcement.....	24
Appendix 1: Consultation Bodies.....	25
Engaging underrepresented Groups.....	25
Appendix 2: Consultation on Local Plan Documents	27
Appendix 3: Consultation on Supplementary Planning Documents	35
Appendix 4: Consultation on Planning Applications.....	37
Appendix 5: Consultation on Neighbourhood Plans	38
Appendix 6: Neighbourhood Planning Protocol	40
Purpose of this Protocol	40
General Support	40
Supporting the Designation of Neighbourhood Areas/Business Areas.....	41
Supporting the Preparation of Neighbourhood Development Plans	42
Independent Examination	43
Referendum.....	43
Adoption	43
Obligations for Town and Parish Councils	44
Appendix 7 Glossary and List of Abbreviations	45

Introduction

1. Background

- 1.1. The Council published its first Statement of Community Involvement (SCI) in April 2006, which was subsequently updated in November 2014. A third SCI was produced in August of 2018. The last SCI was approved in 2021.
- 1.2. Since 2020, there have been further legislative changes to the planning system, and it is therefore appropriate for the SCI to be updated in 2025 to reflect these changes and other evolving methods of consultation. It is also important to learn from previous experience around whether the means of engagement around plan making and in the consideration of planning applications remains effective. Since the 2021 review, the Coronavirus Act 2020 has been amended, with all temporary, non-devolved provisions now expired or repealed. In response to these legislative changes, the SCI has undergone a review to ensure continued compliance and relevance.

2. What is a Statement of Community Involvement?

- 2.1. The purpose of the SCI is to set out how the community, businesses and others with an interest in the development of the District can engage with the planning system. This includes the preparation and revision of Development Plan Documents (DPDs) (commonly referred to as Local Plans), preparation of Supplementary Planning Documents (SPDs) and procedures for consulting the public on planning, listed building and other applications.
- 2.2. The SCI outlines how organisations and individuals can be involved in the plan-making process and in the consideration of planning applications. It also sets out standards and arrangements as to how the Council will consult and report back to those engaged in the process.
- 2.3. Having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the Council. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process.
- 2.4. The SCI contains:
 - Background information to provide information on when, who and how we will consult when drafting planning documents
 - Information on when, who and how we will consult on planning, listed building and other types of applications
 - The techniques available and likely to be used during consultation. (It is important to retain a degree of flexibility so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance, and to reflect that new methods of communication and engagement may become available over the life of the document.

3. Legal Requirements

- 3.1. Local Planning Authorities (LPAs) including South Kesteven District Council are

required to produce a SCI under section 18 (Part 2)¹ of the Planning and Compulsory Purchase Act 2004.

- 3.2. The minimum requirements for consultation on planning policy documents are included within The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations)²
- 3.3. The minimum requirements for consultation on planning applications are included within The Town and Country Planning (Development Management Procedure)³ Order (DMPO) for planning applications.

4. Why is a Review Needed?

- 4.1. SCI's must be reviewed at least every five years from the date of adoption. Regular updates are essential to ensure the SCI remains current and continues to support effective community engagement throughout all stages of the planning process, reflecting any changes in consultation practices.

5. General Principles of consultation.

- 5.1. The following have been identified as the core concepts of consultation, in which SKDC aims to achieve:
 - We will ensure that everyone who is being consulted is clear on what they are being consulted on
 - We will ensure that as wide a range of people as possible are involved during consultation and do our utmost to target hard-to-reach groups
 - We will ensure that a range of techniques and methods are available to fit the right consultation
 - We will adopt a co-ordinated approach to consultation
 - We will ensure that results are fed back, and people are informed as to how their views have impacted on decisions
 - We will make sure that we take appropriate action following consultation to improve service quality
 - We will apply these key principles whilst ensuring that national planning requirements are met.

6. Changes in consultation

- 6.1. To assist with a more efficient consideration of representations and provide feedback, it is likely artificial intelligence (AI) will be used in future to support planners by summarising responses to aid, but not replace, the existing system of taking comments into account.

¹ <http://www.legislation.gov.uk/ukpga/2004/5/contents>

² [The Town and Country Planning \(Local Planning\) \(England\)\(Amendment\) Regulations 2017](#)

³ <https://www.legislation.gov.uk/uksi/2015/595/contents/made>

Planning Policy Documents

7. South Kesteven Local Plan

- 7.1. The Local Plan (Development Plan Document) forms the framework for the location and principles of development (such as homes, shops, offices) and sets out how the natural and built environment will be protected. It is a “spatial” plan, because it deals with the location and layout of developments and activities and how these affect people and their environment.
- 7.2. The current Local Plan for South Kesteven⁴ was approved on the 30th of January 2020 and consists of a singular cohesive document. The South Kesteven Local Plan sets out the vision, objectives, spatial strategy and policies for the future development of the district. It also identifies land and allocates sites for different types of development, such as housing and employment, to deliver the planned growth for South Kesteven 2036.
- 7.3. In the current adopted Local Plan, the Council is committed to an early review. The review policy (M1) requires the Council to commence document preparation for a new Local Plan from April 2020 onwards. Therefore, in line with policy M1, the Council has begun a review of the Local Plan for the District.
- 7.4. Additionally, the Council may also prepare Supplementary Planning Documents (SPDs)⁵ to provide further guidance and information on policies. SPDs do not form part of the adopted development plan but need to be considered when submitting proposals.

8. Development Plan Documents (Local Plans) - When Do We Consult

- 8.1. The key stages for the preparation of DPDs are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The following section provides a summary of the main stages a DPD must satisfy in order to proceed through the formal processes. More detail on each of these stages in terms of how the Council will undertake consultation and engagement is provided in Appendix 2.

Stage 1 – Preparation of a Local Plan (Regulation 18)

- 8.2. There is considerable flexibility in how the initial stages of plan preparation may be carried out. Typically, at this early stage, the Council must notify certain ‘specific’ (identified in the Local Planning Regulations) and ‘general’ (identified by the Local Authority) consultation bodies, as well as residents and businesses within the area, of the intention to prepare a Local Plan and invite representations about what the Local Plan ought to contain. The key aim of this consultation and engagement is to encourage public involvement at an early stage of the plan making process.
- 8.3. During the development of the plan the Council will undertake informal and on-going engagement with the public and stakeholders. This may be focused on a particular issue/policy area or more wide-ranging documentation, such as on a draft version of the Local Plan itself.
- 8.4. At this stage, a Sustainability Appraisal Report (SA) will also be prepared to help direct and influence the Local Plan. The SA will identify and consider likely significant effects

⁴ <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=26202>

⁵ <http://www.southkesteven.gov.uk/index.aspx?articleid=8384>

of the plan on social factors, the environment and the economy. It will then highlight potential mitigation measures to reduce them. Each iteration of the Local Plan will be informed by an updated and revised SA, which will be published for consultation alongside the Local Plan.

Stage 2 – Publication of a Local Plan (Regulation 19)

- 8.5. After careful consideration of the representations received from the previous regulation 18 stage, the Council will produce the publication (pre – submission) version of the Local Plan. This will be the final version of the Local Plan that the Council intends to submit for public examination.
- 8.6. The pre -submission Local Plan will be published for a minimum of six weeks and representations are invited against the published NPPFs tests of soundness i.e. is the plan justified, effective, consistent with national policy and positively prepared. This is effectively the last stage when representations can be made to the Council about the Plan.
- 8.7. The Council will prepare a Statement of Consultation, setting out how the community has been consulted at each stage together with a summary of the main issues raised through the representations received and how these have been considered.

Stage 3 – Submission of a Local Plan to the Secretary of State (Regulation 22)

- 8.8. At this stage a copy of the Submission Local Plan and supporting information will be submitted to the Secretary of State for independent examination. The supporting information will include the formal representations made to the Local Plan during the regulation 19 consultation and will include a summary of how the council has responded to the main issues raised.

Stage 4 – Examination of a Local Plan (Regulation 24)

- 8.9. An Inspector, appointed by the Secretary of State, will examine the Submission Local Plan and consider the issues raised within the representations made. Anyone who made a formal representation when the pre - submission Plan was published will be notified of the examination process. The right to appear and be heard at examination hearings is limited to those persons who have made representations seeking a change to the Plan. However, the Inspector is not precluded from inviting anyone to appear and be heard at a hearing session(s) where they think that person is needed to enable the soundness of the Plan to be determined. This is outlined in accordance with section 20(6) of the Planning and Compulsory Purchase Act (PCPA) 2004⁶
- 8.10. The Planning Inspector will determine the issues that they wish to consider through Hearing sessions and will determine who is invited to participate at these sessions.
- 8.11. The Inspector will consider whether the plan has met the appropriate legal and procedural requirements, including being prepared in accordance with the SCI. If the plan is considered legally compliant the Inspector will then consider if the document is sound
- 8.12. Where the Inspector identifies that Main Modifications (MMs) may be needed, the nature and likely extent of these will be discussed at the examination hearings.

⁶ <https://www.legislation.gov.uk/ukpga/2004/5/section/20>

Following the hearings, the Inspector will ask the Council to produce a schedule of proposed MMs and to carry out public consultation on these to ensure anyone whose interests may be affected by the modification has an opportunity to comment on it. The consultation period will normally last for a minimum of 6 weeks

- 8.13. The Inspector will publish a written report with a recommendation to adopt the Local Plan, either with or without modifications, or recommend that that the plan should be withdrawn.

Stage 5 – Adoption of a Local Plan document (Regulation 26)

- 8.14. The Council will consider the findings of the Inspector's Report. If the Plan is recommended for adoption, then it will need to be approved by Full Council. On adoption, the Council will notify anyone who has requested this. An adoption statement will also be published on the Councils website.

Stage 6 – Monitoring

- 8.15. Final plan is regularly monitored, where possible, to ensure that the plan and associated policies are achieving the aims.
- 8.16. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, local plans in England must be reviewed at least once every five years from the date of adoption. This statutory requirement ensures that planning policies remain current and responsive to the evolving needs of local communities and development priorities.

9. Supplementary Planning Documents - When Do We Consult

- 9.1. Supplementary Planning Documents (SPDs) expand on the policies set out within DPDs. They provide further planning guidance rather than policy. They are therefore only viewed as a material consideration within the planning decision making process.
- 9.2. SPDs are not subject to independent examination and have fewer required stages in their production. The key stages for the preparation of SPDs are set out in the Local Planning Regulations. A full list of consultation methods used in SPDs can be found in Appendix 3.

Stage 1 – Preparation and Public participation (Regulation 12 & 13)

- 9.3. This stage involves the Council developing a range of evidence to support the document. This may involve informal consultation with relevant stakeholders and interested parties where appropriate.
- 9.4. A screening report will be prepared to establish whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulations Assessment (HRA) is required. Where considered necessary, these will be undertaken throughout the preparation process.
- 9.5. A draft version of the Supplementary Planning Document is prepared based on the evidence collected.
- 9.6. The Council will then consult on a draft version of the SPD document for at least 4 weeks. Any representations made during the consultation period will be considered

and the document revised, where appropriate, to take into account the comments received.

Stage 2 – Adoption of supplementary planning documents (Regulation 14)

- 9.7. The Council will consider all the representations made and decide whether to adopt the Plan unchanged or with revisions to address issues raised in the representations. A full Council Decision will need to be made in order to approve the SPD document for adoption.
- 9.8. On adoption, the Council will notify any person who has requested this. An adoption statement will also be produced and made publicly available (on the Council's website).

Neighbourhood Planning

10. **What is Neighbourhood Planning**

- 10.1. The Localism Act 2011⁷ introduced a new right for local communities to produce a neighbourhood plan for their local area. These plans can be very concise and focused around a specific area or go into more detail around allocating land for development and including policies to manage development. Preparation of a Neighbourhood Plan should be led by a Parish Council or a Neighbourhood Forum area which do not have a parish council.
- 10.2. Neighbourhood Plans have to be in line with national policy and the strategic elements of the County Council's adopted Local Plan, they cannot propose less development than that proposed by the Council's Local Plan.
- 10.3. The Neighbourhood Planning (General) Regulations 2012⁸ (as amended) sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council and is it up to them to decide how they involve people and undertake consultation.
- 10.4. As Neighbourhood Plans are not prepared by the Council, the SCI cannot prescribe what methods of community consultation they should undertake. However, as a minimum any Neighbourhood Plan must meet the requirements of The Neighbourhood Planning (General) Regulations 2012. Bodies responsible for preparing Neighbourhood Plans should be inclusive and open to ensure the wider community: is kept fully informed of what is being proposed; is able to make their views known throughout the process; has opportunities to be actively involved in shaping the emerging neighbourhood Plan; and is made aware of how their views have informed the draft plan. Such bodies must also publicise the draft Neighbourhood Plan for at least 6 weeks and consult any of the consultation bodies set out in Schedule 1 of the Regulations whose interests it considers may be affected by the draft plan.
- 10.5. Although the Council is not responsible for the drafting of the plan, it is responsible for some statutory functions, which are set out in the Regulations. These include publicising the intention to produce a Neighbourhood Plan on its website, undertaking formal consultation when the Neighbourhood Plan is submitted, facilitating the examination, publishing the examiner's report and organising a referendum. The Council will undertake these functions in accordance with the requirements of the Regulations and the principles of this SCI
- 10.6. The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. In line with the Neighbourhood Plan Regulations 2018, the series of full guidance measures are set out in Appendix 5 with further information being found on the council's website⁹
- 10.7. If a Neighbourhood Plan is agreed by the local community in a referendum it will become part of the Development Plan and be used in the determination of planning

⁷ <https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

⁸ <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

⁹ <http://www.southkesteven.gov.uk/index.aspx?articleid=8161>

applications.

Who is involved in the Plan Preparation Process?

11. Who Do We Consult?

- 11.1. When preparing DPD's and SPDs, the Council will seek to engage and consult, where appropriate with the general public and the wider community
- 11.2. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) specify a number of organisations that must be consulted These are known as the 'specific consultation bodies' and are outlined in Appendix 1.
- 11.3. The Council also has discretion to identify a number of other bodies who represent certain interests and may be appropriate to consult at key stages. These are known as the 'general consultation bodies' and are also outlined in Appendix 1.
- 11.4. It should be noted that these bodies may change as a result of amendments to the Local Planning Regulations and/or the Council amending/updating the list of general consultation bodies.
- 11.5. In addition to the 'specific' and 'general' consultation bodies, the Council is committed to involving a wide range of other individuals and organisations including members of the public, residents' associations, local businesses, developers/agents, landowners, local community/voluntary groups and 'hard to reach' groups in the preparation of DPDs, SPDs and Neighbourhood Plans. The majority of these groups have been identified in Appendix 1.

12. The Duty to Co -Operate

- 12.1. In addition to the legal requirements that SCI must comply with Section 110 of the Localism Act 2011 sets out a 'Duty to Co-operate'¹⁰ It is a requirement that LPAs engage with neighbouring authorities and other statutory bodies to consider joint working arrangements on strategic planning matters.
- 12.2. Council's must also produce, maintain and update statements of common ground documenting the strategic cross boundary matters to be addressed and the progress which has been made in cooperating to address these matters. Statements of common ground should be produced using the approach set out in national planning guidance and be made publicly available.
- 12.3. The Council is committed to meeting this duty and intends to work closely with neighbouring authorities and other partner organisations and stakeholders. The Council's Duty to Co-operate document contains list of consultees who must also be notified of any DPD or SPD consultations on planning matters across SKDC.

13. Consultation Database

- 13.1. To manage the consultation process and to ensure records are up to date, the Council maintains a database with the relevant contact details of the various bodies to be consulted. This includes those that have either commented upon previous consultation documents or expressed an interest in being involved with the preparation of the Local

¹⁰ <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=24263&p=0>

Plan/ local plan review. In 2018 in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the Local Plan mailing list. All subsequent consultation response forms have included information about how data is stored and processed in accordance with the GDPR, including an option to opt out of the consultation database.

- 13.2. Any organisation or individual can be added to the database at any time by contacting the planning policy team and providing their contact details. Wherever possible electronic contact details will be required. It should be noted, however, that not all bodies and organisations will be consulted on every document.
- 13.3. The subject matter of the document and the interests of the individual bodies and organisations concerned will determine this, for example, where a consultation is limited to a particular topic or is particularly specialist in nature.
- 13.4. The Council will ensure access to its information in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the storing and processing of personal data in accordance with the General Data Protection Regulations (2018)¹¹
- 13.5. The Council may publish letters and completed web forms which are submitted as part of Local Plan consultations unless there are specific and justifiable reasons for it to be confidential. Personal contact details such as email and telephone numbers will be removed, however, individual names and organisations will be published. Original documents will be retained at the Council Offices or Electronically on the Council's database in line with the Data Protection Regulations 2018.

14. How Do We Consult

- 14.1. Planning legislation sets out the minimum requirements for public participation when preparing Local Plan documents and Supplementary Planning Documents. This includes making consultation documents available at the Council's Principal offices and on the Council's website. Local Plan consultations will be a minimum of **six** weeks with consultations on SPD's being a minimum of **four** weeks. The Council considers these to be the minimum standards and aim to do better than the minimum requirements where possible.
- 14.2. The Council will notify organisations and individuals where appropriate of any consultation events electronically or where a person does not have an email address, letters will be sent to them to inform them of the consultation. Those who are not on the consultation database will be captured via various other means of appropriate consultation.
- 14.3. There is a distinction between 'formal stages' of plan production (where the nature of consultation is governed by the Local Planning Regulations) and 'ongoing consultation' with the community as part of the development and assessment of emerging options or draft plans. The types of consultation method to be used will vary depending on the stage of production.
- 14.4. The Council intends to use a range of methods to inform and consult with the community in preparing Local Plan documents. The following table illustrates key methods of consultation which may be used, their main benefits and potential

¹¹ <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

consultee groups for which they would be appropriate.

14.5. Further details of how these methods will be applied to DPDs or SPDs are outlined in Appendices 2 and 3, respectively.

15. Consultation Methods.

15.1. Some potential methods of consultation, together with how they benefit the community are set out below. It is important to note that not all of these methods will be relevant or applicable to each stage or for every DPD or SPD document. The list below is not therefore exhaustive but gives an indication of the different techniques which might be used, along with the minimum requirement that is required with each method.

Method	Requirement Minimum	Benefits
Make documents available for public viewing at the council's principal office locations. (Viewing documents may have to be made by appointment during office opening hours)	Provide one hard copy of documentation and supporting information to South Kesteven Council offices in Grantham.	Access to consultation documents in printed and format free of charge. Easily accessible to all.
Make documents, available for viewing on the Council's website.	Upload copy of documents and supporting information onto SKDC's website, under the appropriate webpage.	Easy access to electronic consultation documents alongside online response forms, which allow for submission of representations in a user-friendly format. Website is available 24 hours a day, and information is available to be viewed free of charge.
Make documents available for public viewing at libraries across the District.	Provide one hard copy of documentation and supporting information to libraries across South Kesteven.	Access to consultation documents in printed format free of charge. Easily accessible to all.

<p>Make copies of documents purchasable via request*. (The cost of documents and postage will be in accordance with the Councils Schedule of Fees and Charges).</p>	<p>Provide (through post) a hard copy of documents and relevant supporting information.</p>	<p>To support those who do not have access to the consultation documents via the internet or in electronic format.</p> <p>To support those who may not be able to view the documents at one of the Councils principal office locations.</p>
<p>Hold public exhibitions where practical & appropriate (The use and format of exhibitions will be determined in relation to the proposed consultation stage, the document type and ability to hold such exhibitions.)</p>	<p>Provide an opportunity for the public to see documents and talk to officers at a face-to-face level at a predetermined time/ location.</p>	<p>Widely publicises information and enables early engagement in a user-friendly way.</p> <p>It can cover a variety of locations and allows for many different groups to be informed.</p>
<p>Production of information leaflet around consultation documents</p>	<p>Produce simple leaflets to summarise the key aspects of the current consultation documentation.</p>	<p>Provides a summary of the current consultation which can be easily understood in layperson terms.</p> <p>Can be circulated to many individuals/ households to encourage further involvement in the consultation process.</p>
<p>Provide Information in the Council's newsletter.</p>	<p>Where necessary and feasible, provide an informative update on any upcoming consultations through the council's Newsletter (SK Today)</p>	<p>Distributed newsletter informs people of Local Plan progress and encourages further involvement in the process.</p> <p>SK Today is distributed to a wide audience across the district so may inform those who have been identified as hard to reach.</p>
<p>Provide informative press releases to local newspapers and/or local radio stations, TV and other forms of Digital Media.</p>	<p>Where necessary, provide an informative update to the appropriate media outlets informing readers/ listeners/viewers of any upcoming consultations.</p>	<p>Information to the local community and stimulates debate.</p> <p>South Kesteven has three local newspapers which are distributed to a wide audience across the district so may inform those who have been identified as hard to reach. Local Radio / TV coverage is also good.</p>

Distribute information to Town and Parish Councils through existing channels.	Specifically ensure that all Town and Parish Councils are informed of consultations (through Parish update, public notice letters, etc.)	Allows information to be displayed in public locations in local towns and villages. Gives opportunity for representatives of all Parish/ Town Councils within SKDC to raise and discuss issues via meetings etc. Encourages Parish/ Town Councillors to be involved in consultation process.
Meet with Stakeholder groups (where relevant and necessary)	Engage where possible and practicable with target groups, community groups and forums, including use of meetings, workshops and focus groups	Gives opportunity for groups to raise and discuss specific issues with relevant groups. It can cover a variety of groups, allowing for different aspects and perspectives to be taken into consideration.
Use of social media to notify followers of upcoming involvement opportunities	Provide updated posts on relevant social media platforms to inform those who follow the council of upcoming consultations	Provides an opportunity to encourage and facilitate discussion with interested parties SKDCs Twitter and Facebook accounts both have a wide reach of residents, so they may inform those who have been identified as hard to reach.
Keep those on the dedicated mailing list informed of upcoming involvement opportunities.	Public consultation notices will be sent to all those on the Local Plan mailing list via email or post.	Formal means of communication with both statutory and non-statutory consultees on the Councils database; ensures communication is received by those who have asked.
Provide response forms to consultations.	Ensure that online and paper* response forms are available for use by individuals who wish to comment on the consultation.	Comments can be submitted to the Council quickly at any time of day. Follows a standard format which allows responses to be copied accurately into databases for review after the consultation has finished.
* . Documents requested in an alternative format (due to a disability or language differential) will not be charged.		

15.2. Further details of how these methods will be applied to Development Plan Documents (DPDs) supplementary planning documents (SPDs) and Neighbourhood Plans (SPDs) are shown in Appendices 2 & 3.

15.3. Details about when consultation will take place on each DPD and SPD document are shown in the [Local Development Scheme \(LDS\)](#) which shows progress against the key milestones for document preparation

15.4. Further information and advice on the planning process is available through a number of sources (see Appendix 4).

Community involvement in Planning Applications

16. Consulting on Planning Applications

- 16.1. The Council determines around 2,000 planning applications each year, most of which are received electronically, and range from householder extensions and Listed Building Consents to major new residential, retail or office developments. As part of the process to determine these applications, it is important that the community and other stakeholders have the opportunity to get involved, to help shape the areas where they live, work and spend their leisure time.
- 16.2. Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out our interpretation of how we will meet those requirements through the development management process, through consultation at pre-application, application and appeal stages.

17. Pre-Application Advice and Consultation

- 17.1. The Council encourages pre-application discussions for certain types of development before making a formal application. The objective of these discussions is to establish whether the principle of the development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine the application.
- 17.2. The Council has formal procedures in place for dealing with pre-application planning advice. This allows the Council to dedicate time with applicants to improve the quality of development schemes. Further guidance on pre-application advice is available on the Council's web site¹²

18. Pre-Application Consultation by Developers

- 18.1. For major applications the Council would strongly encourage applicants, not already required to do so by other requirements of the Town & Country Planning Acts, to carry out their own meaningful pre-application consultation and seek involvement from stakeholders. This may take the form of a public meeting and/or exhibition in the locality of the proposal, a dedicated website providing information on the proposal, additional neighbourhood notification or press coverage. This should be effective in bringing draft proposals to the attention of the public, parish councils and other parties in the area that may be affected by the proposal.
- 18.2. Similarly, early engagement with key consultees is encouraged, allowing the opportunity for consultees to make comments on the proposal, allowing key issues to be addressed prior to any planning application submission.

19. Notification/Publicity of Planning Applications

- 19.1. Once a planning application has been received and validated by the Development Management team, there is a process of publicity and consultation that is undertaken to ensure that stakeholders and the community can have their say on the development proposed.

¹² <http://www.southkesteven.gov.uk/index.aspx?articleid=8172>

- 19.2. A significant number of the applications submitted to the Council are received electronically via the Planning Portal. The Council is committed to efficient and modern ways of working and communication, and places particular emphasis on the use of electronic means and technology. Most notification is done electronically where possible, and the Council maintains a website which hosts its formal planning register.
- 19.3. Notification and consultation of planning applications (of all types) are required by planning legislation, in particular by the Town and Country Planning (Development Management Procedure) (England) Order 2015¹³. Some applications require special (or additional) publicity requirements due to their particular characteristics (e.g. applications accompanied by an Environmental Statement). The Council is committed to meeting these legislative requirements. See Appendix 1 for details of relevant consultation bodies.
- 19.4. Appendix 4 sets out the Council's approach to the publicity/notification to be given for planning applications.
- 19.5. A degree of flexibility is required to fit the variety of application types received by the Council and to allow for an appropriate level of engagement.

20. Weekly list

- 20.1. Whilst not a statutory requirement, the Council produces a weekly list of planning applications it has received¹⁴. This is made available on the Council web site and is used as part of our consultation process.

21. Press notices

- 21.1. In addition to the above, for some types of application (see Appendix 4) a publicity notice outlining some basic details on the application will be placed in the local press covering the area for the application site.

22. Parish and Town Councils

- 22.1. All Parish and Town Councils are notified of relevant applications within their area. This is done electronically by email.
- 22.2. As all applications are made available to view on the Council's website, paper copies of applications are not provided to Parish and Town Councils. For the larger and most sensitive applications (defined as those submitted with an Environmental Statement - ES) the Council will endeavour to provide the Parish or Town Council with a paper copy of the documents.
- 22.3. For other specific cases, Parish and Town Councils can request paper copies of an application subject to a charge reflective of the costs involved.

23. Neighbouring owner/occupier Notifications & Site Notices

- 23.1. The requirement for notification of neighbouring owners or occupiers, and for site

¹³ <https://www.legislation.gov.uk/ukxi/2015/595/contents/made>

¹⁴ <http://www.southkesteven.gov.uk/index.aspx?articleid=9229>

notices are set out within planning legislation. In most cases, the approach to notification is left to the discretion of the Local Planning Authority, and either requires notification or a site notice to be displayed. The Council's approach to these requirements is set out within Appendix 4.

- 23.2. The extent of neighbour notification is at the discretion of the case officer. In practice, this generally means those properties bordering an application site or which the case officer assesses as most likely to be affected by a proposal. In circumstances where land adjoins the site and the owner is not known a site notice will usually be displayed.
- 23.3. Where a site notice is displayed, it will be located on or near to the land that is subject to the application, and multiple site notices may be displayed. Where a site notice is taken down, destroyed or defaced during the determination of the application; it is at the Council's discretion whether a replacement is displayed based upon the remaining extent of the consultation period or the determination period of the application and the extent of other forms of notification.
- 23.4. Interested parties are invited to inspect the application online via the Council's website¹⁵ access to which is also provided at the Council Offices. In specific circumstances such as where an interested party is disabled or elderly and unable to get to the Council Offices or access the plans online, we can provide them with a free copy of the plans. Such requests should be made to the Case Officer in the first instance. Copies of plans are available to others at a charge, reflective of the costs involved.

24. Ward Councillors

- 24.1. All Ward Councillors will be notified of relevant applications within their area. This will be done electronically as all applications are made available to view on the Council's website, paper copies of applications are not normally provided to Ward Councillors.

25. Commenting on Planning Applications

- 25.1. Interested parties are invited to make comments within a specified period (the consultation period), usually within 21 days. We continue to accept comments until the application is determined, so in many cases this will be longer than 21 days. However, we cannot guarantee that comments received after the consultation period has closed and after production of the recommendation has been commenced, will be formally considered as part of the determination of an application. It is therefore important to ensure that any comments are received by the Council in a timely manner.
- 25.2. We encourage people to respond online through the Council's website. This allows interested parties to provide comments at a time which suits them and allows us to receive and process comments more efficiently. Alternatively, comments can be submitted by email or post.
- 25.3. All comments must be made in writing and contain the name and address of the author. We cannot consider anonymous comments. Signatures are not required and in the interests of Data Protection you are encouraged not to supply them. A telephone number can prove useful in case the Council or an applicant/agent needs to make contact to discuss your comments, however, this is not essential. Additionally, you

¹⁵ <http://www.southkesteven.gov.uk/index.aspx?articleid=8170#/>

should note that it is not possible for us to respond directly to comments received.

- 25.4. All comments received are public documents and will be made available to view by third parties (this includes providing copies of comments directly to them). Some information cannot be kept confidential, including the name and address of the author. Sensitive personal information (signatures, email addresses and phone numbers) is redacted. All comments received may be provided to other bodies, such as the Planning Inspectorate, should the application proceed to Appeal.
- 25.5. As a result of changes in Data Protection legislation and the introduction of the General Data Protection Regulations in May 2018, along with other factors relating to the commenting on applications and improvements to methods of working and electronic communication, the Council's Data Protection Policy can be found here: [Data Protection Policy](#).
- 25.6. The Council will consider all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations. We will not re-publicise comments received in their totality within reports or recommendations and will summarise all comments received, and material planning considerations raised.
- 25.7. The Council can only consider objections or comments which raise relevant planning issues (also known as material planning considerations), for example, loss of light or impact on the character and appearance of the surrounding area. Some examples of material considerations and non-material considerations can be found below (this list is not exhaustive).

Material Considerations	Non-Material Considerations
National and local planning policies	Issues considered under Building Regulations
Planning history and previous appeal decisions	Land/boundary disputes, including rights of access
Case law	Opposition to business competition
Impact on sunlight, outlook, privacy and amenity	Loss of property value
Highways issues	Loss of view
Effect on listed building or conservation area	Opposition to principle of development if permission has been granted by an outline application or appeal decision

- 25.8. A considerable amount of negotiation takes place on a large number of applications, particularly major ones. Steering development towards a more acceptable form is a crucial part of the development management process. This dialogue between planning officers, developers and their professional advisors and the local community is something which the Government and the Council actively encourages.
- 25.9. In a number of cases, proposals will generate much public interest and letters of objection. Planning officers will often advise developers that amendments to their

applications will result in a better quality of development, which may indeed overcome objectors' concerns. However, it is important to note that planning decisions are made on the basis of material planning considerations (many of which may be raised by objectors) not the number of objections received.

26. Re-notification

- 26.1. In some instances, applications may be amended, or additional supplementary information submitted to the Council during the life of the application. Where this happens, and it materially alters a proposal, the Council will undertake a further consultation and notification exercise, commensurate with the type and size of amendments or the level of information submitted. Any additional publicity on changes to an application will be at the discretion of the case officer and will depend on the degree of change from the original submission. Any additional information received will be placed on the Council's website.
- 26.2. For listed building applications or applications within conservation areas, significant amendments will be re-advertised.

27. Determination of Planning Applications

- 27.1. Many planning applications are determined by planning officers under delegated powers, however, some applications such as those which are of larger scale, strategic or controversial in nature are determined by the Council's Planning Committee.
- 27.2. Where a determination may be made under delegated powers, we will endeavour to do so. A report will be produced and will be available to view online when the decision is issued. The report will clearly set out the reasons for the decision that has been made, along with the consideration of relevant factors including development plan policies, neighbourhood plan policies, and other material considerations including any comments received.
- 27.3. Meetings of the Council's Planning Committee are held approximately every 4 weeks. Where an application is required to be determined by the Council's Planning Committee, a report will be included on the Committee agenda which is available to view on the Council's web site¹⁶ and is published one week prior to the Committee meeting.
- 27.4. Applicants and any other persons who have made representations on an application to be heard by the Committee will be notified. The Council's policy on public speaking at the Planning Committee is available on the Council's website¹⁷

28. Role of Elected Members

- 28.1. One of the key purposes of the planning system is to manage development in the public interest. In performing this role, planning necessarily affects land and property interests, particularly the impact on adjoining land and development and the quality of their settings. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable reasons.

¹⁶ <http://moderngov.southkesteven.gov.uk/ieListMeetings.aspx?CId=165&Year=0>

¹⁷ <http://www.southkesteven.gov.uk/index.aspx?articleid=9234>

- 28.2. People affected by a planning decision or other planning proposals may often seek to influence it through an approach to their elected District Councillor or to a Councillor on the relevant decision-making committee. This lobbying is normal and a part of the political process. Members should advise those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to committee. Councillors are guided by Codes of Conduct. Elected members have the right to attend any Planning Committee meeting and may speak on an objector's behalf, highlighting valid planning considerations.

29. Notification of Decision on Planning Applications

- 29.1. Planning Practice Guidance and planning legislation requires specific parties to be notified of planning decisions. The Council approaches this by providing all of its decisions on the website (whether or not it was determined by officers under delegated powers or at Committee). Decisions, if taken at Committee, are also publicised in the committee minutes, also available on the Council's website.

30. Planning Appeals

- 30.1. The planning system includes a right for the applicants to seek an Appeal to the Planning Inspectorate (PINS), acting on behalf of the Secretary of State.
- 30.2. An appeal may be submitted by the applicant where permission has been refused or permitted with conditions which the applicant considers to be unacceptable. There is also a right of appeal if the application has not been determined within the relevant time limit. Third parties do not have the right to appeal planning decisions.
- 30.3. All those who were notified of the original application or submitted comments will be notified in writing of the appeal and how to make their views known to the Planning Inspectorate (PINS). Comments received by the Council as part of the determination of the original application will also be sent to the Planning Inspectorate.
- 30.4. Further notifications may be undertaken by the Council on behalf of the Planning Inspectorate depending on the type and nature of the Appeal. For example, Appeals decided by public inquiry require publication in the press (indicating the date, time and location of the inquiry) and a site notice will be posted.
- 30.5. The determination of an Appeal is outside of the control of the Council. The processing requirements, including the timescales, for the Planning Inspectorate are set out within planning legislation. The Planning Inspector will consider the evidence and decide whether to allow or dismiss the appeal. They will inform the Council and interested parties of the outcome and place a copy of the decision on the Planning Inspectorate website. Once received, a copy of the decision will be placed on the Council's website. This decision is binding on the Council (although it can be challenged on a point of law in the High Court).

31. Prior Approval Notifications

- 31.1. Prior approval means that a developer must seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant Parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when

determining a prior approval application.

- 31.2. The Council can consider whether prior approval of certain details is required in advance of a formal decision being issued. There are multiple kinds of prior approval notifications, with different determination periods. If no information is requested by the Council within these timescales, the application is approved.

32. Designation of New or Amended Conservation Areas

- 32.1. Conservation area boundaries itself are a statutory designation, and there is a duty 'from time to time' to review them below sets out what below of what the statutory requirements are and what the Council will do additionally.

Minimum statutory requirements

- Proposals for preservation and enhancement of conservation area must be submitted for consideration at a public meeting to the local area which it relates
- The LPA must give regard to any views expressed by those who attended the meeting
- Notify the Secretary of State and Historic England
- Publicise the intention to designate by a notice placed in the London Gazette and a local newspaper.
- (We must follow the same publicity procedures to vary or cancel a designation as required to designate.)

Additional consultation

- 6 weeks consultation
- Consult properties in existing and proposed boundaries
- Publish on website and social media
- Consult relevant councillors at local and county level, and other relevant stakeholders
- Consult Heritage and community organisations
- Public event will be held – drop-in session in the location for 3 hours

Additional Notification

- Notify properties in new boundaries
- Notify Heritage and community organisations

33. Works to Protected Trees

- 33.1. Some trees are protected by Tree Preservation Orders (TPOs). Where trees are covered by TPOs, any works to them require statutory notification to the Council. Applications for works to TPO trees will be determined within eight weeks from the date of receipt. Delegated authority is available for officers to determine the application.

- 33.2. There are no requirements to undertake consultation in respect of applications for works, however, neighbours will be notified of applications at the discretion of the case officer.

- 33.3. Following a decision, the decision notice will be made available online for public inspection.

- 33.4. Proposals for works to trees in Conservation Areas will be determined within six weeks

from the date of receipt and if consent is not appropriate, the Local Planning Authority will consider placing a TPO on the tree(s). We will follow the same approach with these applications as for works to a TPO tree as identified above.

34. Hedgerow Removal Applications

- 34.1. In some cases, the removal of certain hedgerows requires permission. Applications under the Hedgerow Regulations 1997 will be determined within six weeks of receipt of a removal notice.
- 34.2. Consultation letters will be sent out to the Parish Council, and any other relevant bodies at the officer's discretion.

35. Enforcement

- 35.1. Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially. There is no consultation with the public on enforcement cases. Cases are investigated in accordance with the Councils planning Enforcement policy, and take into consideration national legislation and policy, case law and best practice. Many cases can be resolved or regularised through the submission of a planning application as identified by earlier sections of this document.
- 35.2. We do not make Enforcement cases publicly available, save for those which form part of the Councils formal Enforcement Register, which relate to those where formal notices were produced.
- 35.3. Further information on enforcement is available on the Council's web site¹⁸

¹⁸ <http://www.southkesteven.gov.uk/index.aspx?articleid=8171>

Appendix 1: Consultation Bodies

When preparing DPD's and SPDs, the Council will seek to engage and consult, where appropriate, with the general public and the wider community. At an early stage, it is important to involve the local community in the preparation of DPDs and SPDs as it is essential to achieve local ownership of the planning policies for South Kesteven.

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) specify a number of organisations that must be consulted. These organisations are referred to as 'specific consultation bodies' and 'general consultation bodies.'

The lists below refer only to "types of group" rather than naming every individual group and organisation. This is to ensure that the SCI does not contain out of date information. Also note that these lists are not exhaustive and can be updated at any point.

Specific consultation bodies include Town and Parish Councils and Parish Meetings, Ward Councillors, neighbouring Local Authorities, utilities and health providers and organisations such as Historic England, Environment Agency, Natural England and Active Travel England. This is in addition to any other relevant statutory body defined in the regulations.

General consultation bodies, include a range of community groups and organisations representing South Kesteven's interests, whom the Council considers it appropriate to consult on comprising of:

- Voluntary bodies
- Different racial, ethnic or national groups
- Different religious groups
- Disabled persons groups
- Business groups

Other consultees have been identified in addition to specific and general consultation bodies to ensure that local groups, organisations and individuals in South Kesteven have the opportunity to become involved in the preparation of the Local Plan. These are grouped under the following headings:

- | | |
|---|------------------------------|
| • Amenity groups | • Landowners/Agents |
| • Built Environment | • Minerals & Waste Operators |
| • Community | • Natural Environment |
| • Economy | • Older Persons Groups |
| • Education | • Service Providers |
| • Ethnic Minority Groups Including Gypsies & Travellers | • Sports & Leisure |
| • Healthcare | • Transport |
| • Housing | |

Engaging underrepresented Groups.

The Council's vision is to engage with all sections of the community, but some sections of the community are not usually involved in the planning process. Consultation will be helped by ensuring, as far as possible, that documents are produced in a clear, concise and understandable manner.

The groups identified as falling into this category are considered below;

- Young people
- People from ethnic minority backgrounds
- People with disabilities
- The elderly
- Rural communities
- Traveller communities
- The homeless

The Council will undertake an Equality Impact Assessment on all new policy documents to ensure due regard to the general duty of the Equality Act 2010 has been given.

Appendix 2: Consultation on Local Plan Documents

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<p>Preparation of a Local Plan (Reg 18) (There may be multiple regulation 18 consultations throughout plan preparations) Alternative consultation names; Issues & Options/ Preferred Options (Call for Sites) Draft Local Plan Consultation</p>	<p>Distribute information to all Town and Parish Councils via email or letter (where appropriate) setting out –</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Keep those on the dedicated mailing list informed of upcoming involvement opportunities Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Draft documents will be available for viewing on the Council’s website alongside relevant evidence base. - Response forms will also be created and available to fill in via the website or printed off and returned to the council.</p> <p>Provide informative press releases to local newspapers – interested readers will be informed of the following;</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (both hardcopies and online) <p>Provide press release of Public Notice of Consultation which sets out–</p> <ul style="list-style-type: none"> - the consultation period 	<p>Copies of draft documents may be purchasable via request (Prices will be available on the council’s website)</p> <p>Public exhibitions will be held where practical & appropriate, if the council feels the draft consultation will benefit – Locations, times and dates will all be publicised beforehand.</p> <p>Draft documents may be made available for public inspection at the council’s primary office in Grantham and other office location in Bourne.</p> <p>Make documents available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Production of information leaflet around draft consultation documents to be distributed at public exhibitions or households.</p> <p>Provide informative press releases to, local radio stations, TV and other forms of Digital Media. Informing listeners/ viewers of</p> <ul style="list-style-type: none"> - the consultation periods - the plan stage - How the consultation can be responded to. <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) 	<p>Those bodies, businesses or persons that the Council considers having an interest in the Plan, such bodies will include;</p> <ul style="list-style-type: none"> • specific consultation bodies • duty to cooperate bodies • General consultation bodies • All Parish/ Town Councils <p>Any individual/ group on the Councils notification mailing list.</p> <p>Engaging other consultees and those identified “hard to reach groups” will be addressed through the various consultation methods identified in the first two rows.</p>	<p>There will be at least one ‘formal’ consultation period during the plan preparation, normally with a minimum consultation period of 6 weeks (up to a maximum of 12 weeks)</p> <p>Depending on the complexity of the Local Plan there may be more than one consultation period during the plan preparation stage, normally with a minimum consultation period of 6 weeks (up to a maximum of 12 weeks)</p> <p>Informal and on-going consultee involvement in plan preparation will be possible up to its publication</p>

	<ul style="list-style-type: none"> - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Provide a copy of the relevant draft documentation by email to members of the public who request one.</p> <p>Provide a copy of relevant draft documentation by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>Provide Information in the Council's newsletter (SK Today/Parish Update) - Those considered to have an interest will be informed of the following;</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (both hardcopies and online) <p>Meet with Stakeholder groups Engagement with key stakeholder groups will be conducted around key issues at an early stage in draft document preparation. These groups will then be invited to comment.</p>		
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<p>Publication of a local plan (Reg 19) Alternative consultation names; Formal Submission/ Pre-Submission</p>	<p>Provide press release of formal Public Notice of Consultation. Public notice will inform readers of</p> <ul style="list-style-type: none"> - the consultation period - how the plan can be viewed (including an electronic copy or link where relevant) - How representations can be made - Other additional statutory information - How the planning team can be contacted - Plan Stage <p>Publication documents will be available for viewing on the Council's website alongside relevant evidence base. - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>Copies of publication documents will be purchasable via request</p>	<p>Provide informative press releases to local newspapers – interested readers will be informed of the following;</p> <ul style="list-style-type: none"> - the consultation period - Plan Stage - how the plan can be viewed (both hardcopies and online) <p>Provide informative press releases to local radio stations, TV and other forms of Digital Media. Informing listeners/ viewers of</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - How the consultation can be responded to. <p>Publication documents may be made available for public inspection at the council's primary office in Grantham and other office location in Bourne.</p>	<p>All those notified at plan preparation stage (Regulation 18) will be notified of the publication document – this includes</p> <ul style="list-style-type: none"> • specific consultation bodies • duty to cooperate bodies • general consultation bodies • All Parish/ Town Councils • Any individual/ group on the Councils notification mailing list <p>Any additional consultee who responded to a regulation 18 draft plan preparation consultation.</p>	<p>Statutory period of at least 6 weeks for any person to make a representation on the proposed Local Plan.</p>

	<p>A Public Notice will be sent to general and specific consultation bodies as required. In addition they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 18 consultations. The Public Notice of Consultation will include;</p> <ul style="list-style-type: none"> - the consultation period - how the plan can be viewed (including an electronic copy or link where relevant) - How representations can be made - Other additional statutory information - How the planning team can be contacted - copy of the statement of representation procedure <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council's primary office (Grantham)</p> <p>Provide informative press releases to local newspapers – interested readers will be informed of the following;</p> <ul style="list-style-type: none"> - the consultation period - Plan Stage - how the plan can be viewed (both hardcopies and online) <p>Provide a copy of relevant submission documentation by email to members of the public who request one.</p> <p>Provide a copy of relevant submission documentation by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) <p>Make documents available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Meetings with interested Stakeholder groups</p> <p>Provide Information in the Council's newsletter (SK Today/ Parish update) - Those considered to have an interest will be informed of the following;</p> <ul style="list-style-type: none"> - the consultation period - Plan Stage - how the plan can be viewed (both hardcopies and online) 		
--	---	---	--	--

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<p>Submission of Plan to Secretary of State (Reg 22)</p>	<p>The submission plan and required accompanying documents to be sent in paper form and electronically to the Secretary of State.</p> <p>The Submission Plan will be available for viewing on the Council’s website alongside its relevant evidence base. - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>A Public Notice will be sent to general and specific consultation bodies as required. In addition they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 19 consultation. The Public Notice of Consultation will include;</p> <ul style="list-style-type: none"> - The Submission of the LP to the Secretary of State - Where/ how the Submission Plan can be inspected. - how the plan can be viewed (including an electronic copy or link where relevant) <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council’s primary office (Grantham)</p> <p>Provide press release of formal Public Notice. Public notice will inform readers of</p> <ul style="list-style-type: none"> - The Submission of the LP to the Secretary of State - Where/ how the Submission Plan can be inspected. - how the plan can be viewed (including an electronic copy or link where relevant) 	<p>Submission documents may be made available for public inspection at the council’s primary office in Grantham and other office location in Bourne.</p> <p>Make submission documents available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Provide informative press releases to local newspapers – interested readers will be informed of the following;</p> <ul style="list-style-type: none"> - The Submission of the LP to the Secretary of State - Where/ how the Submission Plan can be inspected <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - The Submission of the LP to the Secretary of State - Where/ how the Submission Plan can be inspected - how the plan can be viewed (including an electronic copy or link where relevant) 	<p>Any individual/ body who submitted a representation at the plan publication (Reg 19) stage.</p> <p>All those notified at draft plan preparation and publication stage will again be notified that the plan has been submitted and where it can be inspected.</p> <p>Any additional person/ body who has specifically asked to be notified when the plan is submitted</p>	<p>Not a consultation stage</p>

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Independent Examination (Reg 24)	<p>A Public Notice will be sent to general and specific consultation bodies as required. In addition, they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 19 consultation. The Public Notice of Consultation will include;</p> <ul style="list-style-type: none"> - The date, time and place where the hearing(s) sessions - The name of the appointed inspector - Any other relevant statutory information <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council's primary office (Grantham)</p> <p>Details of the examination will be available for viewing on the Council's website.</p> <p>Provide press release of formal Public Notice. Public notice will inform readers of</p> <ul style="list-style-type: none"> - The date, time and place where the hearing(s) sessions - The name of the appointed inspector - Any other relevant statutory information 	<p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - The date, time and place where the hearing(s) sessions - The name of the appointed inspector - Any other relevant statutory information <p>Provide informative press releases to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - where the hearing(s) sessions - The name of the appointed inspector - Any other relevant statutory information 	<p>Any person with an outstanding representation from the plan publication (Reg 19) stage.</p> <p>All those notified at draft plan preparation and publication stage will again be notified of the independent examination.</p> <p>Any additional person/ body who has specifically asked to be notified around the Local Plan examination.</p> <p>The Independent Inspector will also give the opportunity for a number of representors to appear before and speak during the hearing sessions.</p>	<p>Notification about examination at least 6 weeks before the opening of the hearing</p> <p>A further 6-week consultation period will be required if there are main modifications (or as required by the Inspector)</p>
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Main Modifications (Reg 24) (May not always be required)	<p>A Public Notice will be sent to general and specific consultation bodies as required. In addition, they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 19 consultation. The Public Notice of Consultation will include;</p>	<p>Main modifications document may be made available for public inspection at the council's primary office in Grantham and other office location in Bourne.</p>	<p>Any person with an outstanding representation from the plan publication (Reg 19) stage.</p> <p>All those notified at draft plan preparation and publication stage will again be notified of the Main</p>	<p>6-week consultation period if there are main modifications (or as required by the Inspector)</p>

	<ul style="list-style-type: none"> - Information about the main modifications - consultation dates - how the modifications can be viewed (including an electronic copy or link where relevant) - How the modifications can be commented upon <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council's primary office (Grantham)</p> <p>The Main Modifications will be available for viewing on the Council's website - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>Provide press release of formal Public Notice. Public notice will inform readers of</p> <ul style="list-style-type: none"> - Information about the main modifications - consultation dates - how the modifications can be viewed - How the modifications can be commented upon. <p>Provide a copy of relevant Main Modifications documentation by email to members of the public who request one.</p> <p>Provide a copy of relevant Main Modifications documentation by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>Make Main Modification document available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - Information about the main modifications - consultation dates - how the modifications can be viewed (including an electronic copy or link where relevant) - How the modifications can be commented upon <p>Provide informative press releases to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - Information about the main modifications - consultation dates - how the modifications can be viewed. - How the modifications can be commented upon 	<p>Modification consultation.</p> <p>Any additional person/ body who has specifically asked to be notified around the Local Plan Main Modifications.</p>	
<p><u>Publication of Inspector's recommendations (Regulation 25)</u> (Including Inspectors Report)</p>	<p>A Public Notice will be sent to general and specific consultation bodies as required. In addition, they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 19 consultation. The Public Notice of</p>	<p>Provide informative press releases to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - Information around the inspector's recommendations - how the inspector's final 	<p>Any person with a representation from the plan publication (Reg 19) stage.</p> <p>All those notified at draft plan preparation and publication stage will again be notified of the Inspectors</p>	<p>Not a consultation stage</p>

	<p>Consultation will include;</p> <ul style="list-style-type: none"> - Information around the inspector’s recommendations - how the inspector’s final report can be viewed (including an electronic copy or link where relevant) <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council’s primary office (Grantham)</p> <p>A copy of the Inspector’s final report will be available for viewing on the Council’s website</p> <p>Provide press release of formal Public Notice. Public notice will inform readers of</p> <ul style="list-style-type: none"> - Information around the inspector’s recommendations - how the inspector’s final report can be viewed <p>Provide a copy of Inspectors Final Report by email to members of the public who request one.</p> <p>Provide a copy of Inspectors Final Report by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>report can be viewed</p> <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - Information around the inspector’s recommendations - how the inspector’s final report can be viewed <p>A copy of the inspector’s final report may be made available for public at the council’s primary office Grantham and other office location in Bourne.</p>	<p>recommendations and final report</p> <p>Any additional person/ body who has specifically asked to be notified around the Inspectors recommendations and final report</p>	
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period

<p>Adoption of a plan (Regulation 26)</p>	<p>As soon as reasonably possible – A Public Notice will be sent to general and specific consultation bodies as required. In addition, they will also be sent to any individual/ body who is currently on the Local Plan mailing list or who responded to the reg 19 consultation. The Public Notice of Consultation will include;</p> <ul style="list-style-type: none"> - Information around the adoption of the Local Plan - How the adopted Local Plan and accompanying documents can be viewed (including an electronic copy or link where relevant) <p>A Public Notice of will also be sent to all parish and town councils across the district, as well as those bodies identified within the duty to co-operate. A hardcopy of the public notice will also be displayed at the Council’s primary office (Grantham) May require appointments to be made</p> <p>A Copy of the adoption statement will be sent via email to the Secretary of State and to anyone who has specifically asked to be notified and have provided an email address</p> <p>A copy of the adoption statement will be available for viewing on the Council’s website.</p>	<p>Provide informative press releases to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - Information around the adoption of the Local Plan - How the adopted Local Plan and accompanying documents can be viewed (including an electronic copy or link where relevant) <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - Information around the adoption of the Local Plan - How the adopted Local Plan and accompanying documents can be viewed (including an electronic copy or link where relevant) 	<p>The Secretary of State</p> <p>Any person with a representation from the plan publication (Reg 19) stage.</p> <p>All those notified at draft plan preparation and publication stage will again be notified around the Local Plans adoption</p> <p>Any additional person/ body who has specifically asked to be notified around the Local Plans adoption.</p>	<p>Not a consultation stage</p>
--	--	---	--	---------------------------------

Appendix 3: Consultation on Supplementary Planning Documents

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<p>Preparation and Publication of Draft SPD (Regulation 12)</p>	<p>Keep those on the dedicated mailing list informed of upcoming involvement opportunities Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - the consultation period - how the SPD be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Draft SPD document will be available for viewing on the Council’s website alongside relevant evidence base. - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>Provide a copy of draft documentation by email to members of the public who request one.</p> <p>Provide a copy of draft documentation by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>Draft SPD document may be made available for public viewing at the council’s primary office in Grantham and other office location in Bourne.</p> <p>Make SPD document available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - the consultation period - how the SPD be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Distribute information to all Town and Parish Councils through existing channels via email/letter (where appropriate) setting out –</p> <ul style="list-style-type: none"> - the consultation period - how the SPD can be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. <p>Provide informative press releases / public notice to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - the consultation period - how the SPD can be viewed (including an electronic copy or link where relevant) - How the consultation can be responded to. 	<p>Those bodies, businesses or persons that the Council considers having an interest in the SPD, such bodies will include;</p> <ul style="list-style-type: none"> • specific consultation bodies • duty to cooperate bodies • General consultation bodies • Parish/ Town Councils (where relevant) <p>Any individual/ group on the Councils notification mailing list. Engaging other consultees and those identified “hard to reach groups” will be addressed through the various consultation methods identified in the first two rows.</p>	<p>There will be one ‘formal’ consultation period during the preparation, normally with a minimum consultation period of 4 weeks</p>

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Adoption of SPD (Regulation 14)	<p>Keep those on the dedicated mailing list informed; Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - Information around the adopted SPD - How the Adopted SPD can be viewed. - Copy of adoption Statement <p>The adopted SPD document along with the adoption statement will be available for viewing on the Council’s website alongside relevant evidence base. - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>Provide a copy of the adopted documentation by email to members of the public who request one.</p> <p>Provide a copy of adopted documentation by post to members of the public who request one. (Requests must be reasonable in nature and the Council may charge for the printing and sending of the documents).</p>	<p>Meet with Stakeholder groups Engagement with key stakeholder groups will be conducted around key issues at an early stage in draft SPD document preparation. These groups will then be invited to comment.</p> <p>Adopted SPD document and adoption statement may be made available for public inspection at the council’s primary office in Grantham and other office location in Bourne.</p> <p>Provide informative press releases / public notice to local newspapers – interested readers will be informed of the following</p> <ul style="list-style-type: none"> - Information around the adopted SPD - How the Adopted SPD can be viewed. <p>Make SPD document available for public viewing at libraries across the District – This excludes mobile libraries.</p> <p>Use of Councils social media to notify followers of</p> <ul style="list-style-type: none"> - Information around the adopted SPD - How the Adopted SPD can be viewed. 	<p>Any person with a representation from the SPDs Preparation and Publication stages.</p> <p>Any individual/ body who wished to be notified around the SPDs adoption.</p>	Not a consultation Stage

Appendix 4: Consultation on Planning Applications

Nature of Development	Regulation Determining publicity.
For applications accompanied by an Environmental Impact Assessment	Town and Country Planning (Development Management Procedure) Order 2015 Article 15 (2)(a)
Proposals that depart from the Development Plan	DMPO 2015 Article 15 (2)(b)
Development affecting a Right of Way	DMPO 2015 Article 15 (2)(c)
Major Development 10 or more dwellings or site area of 0.5 hectares or more 1000m or more of floorspace Development carried out on a site having an area of 11 hectares or more	DMPO 2015 Article 15 (4)
All other "Planning Applications"	DMPO 2015 Article 15 (5)
Lawful Development Certificates, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Non – Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways	Managed independently by the relevant planning department
Prior Notifications for Telecommunications.	Part 16 of the Town and County Planning (General Permitted Development) Order 2015.
Works to trees protected by Tree Preservation Order/within a Conservation Area	The Hedgerows Regulations 1997 (or as amended)
Listed Building Consent Application.	Regulation 5 of the LB Regulations.
Development affecting the setting of a listed building.	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
Development affecting the character or appearance of a Conservation Area Prior notifications for proposed development (includes home extensions, agricultural buildings, telecoms etc.)	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Appendix 5: Consultation on Neighbourhood Plans

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Designation of Neighbourhood Area (Regulation 15)	<p>Publish NP designation application on the Council’s website alongside decision notice and NP map showing the extent of the Area.</p> <p>Notify those on the dedicated NP mailing list; Those considered to have an interest will be informed by email or letter setting out the decision of the council to designate the NP area.</p>		<p>Where appropriate; Ward & Portfolio holders</p> <p>Those who have expressed an interested in being notified about any NP designations within the South Kesteven district area</p> <p>Any adjoining/ neighbouring Parishes.</p> <p>Relevant Statutory consultation bodies</p>	6 weeks (only applicable when Designating a forum in non-parish areas, or if designation proposals come forward for overlapping or modified NP areas)
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Publish Submitted Plan (Regulation 16)	<p>The submitted plan along with relevant evidence base will be available for viewing on the Council’s website. - Response forms will also be created and available to fill in via the website or printed off and returned to the council</p> <p>Keep those on the dedicated mailing list informed; Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - Information around the submitted NP - How the submitted NP can be viewed. (both hardcopy and electronic link) - How responses can be submitted 	<p>Submission NP documents may be made available for public viewing at the council’s principal office location – this will be in the Grantham Council Office.</p> <p>Submission NP documents may be made available for public viewing at selected locations within the NP area – this will be where possible and at the discretion of the qualifying body.</p>	<p>Appropriate Ward & Portfolio holders Those who have expressed an interested in being notified about any NP submissions within the South Kesteven district area</p> <p>Any adjoining/ neighbouring Parishes.</p> <p>Relevant Statutory consultation bodies</p> <p>Residents / businesses within the NP area (where possible).</p>	A formal 6-week consultation will take place.
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
Publication of Examiners Report (Regulation 18)	<p>Examiners report and decision statement will be available for viewing on the Council’s website.</p> <p>Keep those on the dedicated mailing list</p>		<p>Appropriate Ward and Portfolio holders Those who have expressed an interested in being notified about the publications of examiners reports or</p>	Not a consultation stage

	<p>informed; Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - Information regarding the decision statement - How the examiner's report can be viewed 		<p>decision statements of NPs within the South Kesteven district area.</p> <p>Relevant Statutory consultation bodies</p> <p>Residents / businesses within the NP area. (where possible)</p>	
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<p><u>Making Neighbourhood Plan (Regulation 20)</u></p>	<p>Copy of the made NP and supporting evidence base will be available for viewing on the Council's website.</p> <p>Keep those on the dedicated mailing list informed; Those considered to have an interest will be informed by email or letter setting out:</p> <ul style="list-style-type: none"> - Notice of the made NP - How the made NP can be inspected. 		<p>Appropriate Ward and Portfolio holders</p> <p>Those who have expressed an interest in being notified about the making of NPs within the South Kesteven District area.</p>	<p>Not a consultation stage</p>

Appendix 6: Neighbourhood Planning Protocol

The following is a Statement of the support that the District Council will provide to Town and Parish Councils and other Neighbourhood Plan bodies

Purpose of this Protocol

Neighbourhood development plans are normally led by the Parish and Town Councils, or, outside of parished areas, neighbourhood forums (qualifying bodies).

Under the Localism Act, South Kesteven District Council (SKDC) has a statutory duty to provide advice and assistance to communities choosing to undertake a neighbourhood development plan.

Additionally, the provisions of the Neighbourhood Planning Act 2017 and 2018 Regulations require SKDC, as local planning authority, to set out in its Statement of Community Involvement, the advice and assistance that it will provide to Parish and Town Councils in preparing or modifying neighbourhood plans and neighbourhood development orders.

The 2018 Regulations also require the Council to notify neighbourhood plan groups (Parish and Town Councils) of planning applications or alterations to applications, unless the neighbourhood plan group indicate otherwise in writing.

This Protocol outlines the services that SKDC will offer to Town and Parish councils in South Kesteven, to fulfil these statutory duties and support and guide the preparation of neighbourhood development plans, neighbourhood development orders and proposals to modify neighbourhood plans.

General Support

SKDC will:

Maintain a neighbourhood planning page on its website that identifies and provides links to key information and guidance about neighbourhood plan making, including Neighbourhood Development Orders and other provisions of the Localism Act.

Provide advice and information to help communities understand the neighbourhood planning process and the funding, resources and skills that are available to support the process.

Offer advice on alternative options available to communities, such as Community Plans, to help local people decide which approach(es) is/are right for their area. We recommend that communities interested in undertaking neighbourhood planning get in touch with SKDC's Planning Policy Team at the earliest opportunity and prior to any neighbourhood area designation application being made, to discuss the issues and

approach being considered. It is also recommended that communities who are interested in making a neighbourhood development order or that propose to modify a made neighbourhood development plan, contact SKDC's Planning Policy Team at the earliest opportunity for advice and to discuss any issues.

Provide advice relating to effective consultation, including ensuring that interested parties are involved in the preliminary stages of neighbourhood plan making.

Assist with mapping requests where possible for use at consultation events and workshops and for inclusion within draft and final plan documents. Parish councils will need to be aware of the Ordnance Survey user agreement prior to this work.

Provide the most up-to-date available evidence base, including the Local Housing Needs Assessment (LHNA) and other evidence information supporting the South Kesteven Local Plan, by making them available on the Council's website.

Provide contact details of statutory consultees and other relevant groups.

Seek to foster a positive and ongoing relationship with town and parish councils throughout the neighbourhood planning process.

Supporting the Designation of Neighbourhood Areas/Business Areas

SKDC will:

Where appropriate, meet local communities (either face to face or via electronic means) who contact us expressing an interest in neighbourhood planning, in order to provide initial advice and information and discuss options. Wherever possible, this should take place in advance of a Neighbourhood Area application being submitted.

Check and confirm receipt of any neighbourhood area application it receives and advise the applying qualifying body of any requirements omitted.

Map neighbourhood area boundaries required for the designation of the neighbourhood area or business area.

Publicise, in accordance with the Neighbourhood Planning (General) Regulations 2012, the application for a neighbourhood area or business area in a manner considered likely to bring the application to the attention of people who live, work or carry on business in the area to which the application relates. This includes through; SKDC's website.

Consider, in accordance with the Regulations, the boundary of the proposed neighbourhood area. Where the boundary is not considered 'coherent, consistent and appropriate in planning terms, as set out in the Regulations, SKDC will work with the town/parish council to come to a suitable resolution and a decision will be made at a scheduled meeting of the Council's Cabinet.

Determine the application within eight weeks where the application falls entirely within one planning authority area and relates to the whole area of the parish council, twenty weeks where the area straddles two local planning authorities and thirteen weeks in all other cases.

Publish details of all adopted neighbourhood plan areas or business areas on SKDC's website and through other appropriate means as soon as practicable following formal designation.

Supporting the Preparation of Neighbourhood Development Plans

SKDC will:

Provide advice on which issues are considered to be relevant planning matters and thus, are suitable for inclusion in neighbourhood plans.

Provide information on relevant European and national legislation and policies and adopted and emerging Local Plan policies with which any neighbourhood plan will need to be in general conformity.

Share existing information and evidence base work held by the local planning authority as appropriate (subject to any data protection or confidentiality issues) and provide advice on any areas where new evidence may be required or beneficial to support the preparation of the Plan.

Help communities communicate with local partners and/or organisations where required (subject to any data protection or confidentiality issues), including in the preliminary stages of neighbourhood plan making

Provide constructive comments on the emerging plan and other supporting documents prior to formal submission.

Carry out screening / scoping to identify and provide an opinion and advice on the need for a Strategic Environmental Assessment, Sustainability Appraisal or Habitats Regulations Assessment, except where consultants have been employed to prepare the neighbourhood plan.

SKDC will not:

Undertake consultation exercises, distribute consultation questionnaires, collect, collate or analyse responses on behalf of communities for consultation arising from requirements placed on qualifying bodies in the Regulations.

Provide project management services for the production of the neighbourhood plan.

Draft the neighbourhood plan or any part or policy therein, although we can identify examples in which similar plans or policies have been prepared and which may be helpful

points of reference and can provide advice on wording.

Undertake the Strategic Environmental Assessment, Sustainability Appraisal, Habitats Regulations Assessment or Appropriate Assessment, even if these are required. Consultants will be expected to undertake these.

Independent Examination

SKDC will:

Validate a neighbourhood plan on receipt, checking that all of the necessary supporting documents have been sent.

Review the plan to ensure that it is in general conformity with the Local Plan and offer comments and suggestions as appropriate.

Publicise the neighbourhood plan on the Council's website for a minimum of six weeks in line with the regulations.

Appoint and fund the independent examiner, who will check that the plan meets the material considerations. The selection of examiner will be agreed with the relevant town or parish council.

Provide an examination venue if a public hearing is required and there are no suitable venues within the NP area.

Following the recommendations of the examiner, provide written confirmation of the Council's position. This will cover any amendments that may need to be made to the plan before it proceeds to referendum and any extension of the referendum area beyond the designated neighbourhood area boundaries.

Referendum

SKDC will:

Fund and organise the public referendum (two referendums will be required for business areas – one for residents and one for businesses)

Adoption

SKDC will:

If the neighbourhood plan receives support at referendum from more than 50% of those that vote, then SKDC will formally adopt the neighbourhood plan and publish it on its website in accordance with the Regulations.

Once adopted the Plan will form part of SKDC's Development Plan. It will be a primary

consideration in determining the outcome of planning applications relating to the neighbourhood or business area.

Obligations for Town and Parish Councils

In order to receive the support from SKDC outlined above, Town and Parish Councils should – Ensure that they get in touch with SKDC's Development Plans Team at the earliest opportunity (for instance, as soon as any decision is made that neighbourhood planning might be considered for the area) and prior to any neighbourhood area application being made, to discuss the issues and approach being considered. This will enable SKDC to programme and plan their support work and help the qualifying body come to a decision on whether neighbourhood planning is for them or whether another option might be more effective and appropriate.

Establish a steering group to develop the neighbourhood plan with a clear link to the parish council by way of an agreed Terms of Reference.

Arrange an initial meeting of the parish council and/or steering group and invite relevant SKDC officers to attend (either through face to face or electronic means of communication dependant on circumstances).

Prepare a project plan for the preparation of the neighbourhood plan, including an indicative timetable. Provide SKDC with regular progress updates, especially at any key stages and when any decisions are made that will influence the content, aims and objectives of the plan

Seek to foster a positive and ongoing relationship with SKDC throughout the neighbourhood planning process, including discussions at key stages such as preparation of the draft plan.

Provide SKDC with the final plan in electronic and paper format.

Provide SKDC with the results of any primary research and evidence gathered that would be beneficial to them.

Seek to accord fully at all times with the requirements in the relevant regulations and guidance for neighbourhood planning.

Appendix 7 Glossary and List of Abbreviations

Glossary

Conservation Area - areas of special architectural and/or historic interest, the character of appearance of which it is desirable to preserve or enhance

Development Plan Documents (DPDs) - They are spatial planning documents that are subject to independent examination. There is a right for those making representations seeking change to be heard at an independent examination

Duty to Cooperate - created by the Localism Act 2011 it places a duty on local authorities to 'engage constructively, actively and on an ongoing basis' with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary issues

Examination - the purpose of the Examination is to determine if the Local Plan is sound. Most representations to the Examination will be written representations but in some cases the Inspector may decide the issues raised should be dealt with at hearing sessions

General Consultation Bodies - organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the LPA's area

Hard to Reach Groups - Groups of people or organisations within the community that have traditionally been more difficult to engage in the planning system. They include older people, religious, disabled and ethnic minority groups

Localism Act 2011 - Government legislation containing wide range of reforms to the planning system

Local Development Scheme (LDS) - sets out the programme for the preparation of local development documents.

Local Plan – The new term for the suite of Development Plan documents. It may consist of a single or number of Development Plan Documents

National Planning Policy Framework (NPPF) – sets out the Governments planning policies. Replaces all previous Planning Policy Statements and associated Guidance

Neighbourhood Development Plans - The Plans are prepared by a parish council or neighbourhood forum for a particular neighbourhood area (made under the Localism Act 2011) and have to be in general conformity with the district plan, undergo Examination and a Referendum. After adoption they are used (alongside other policy documents) to determine planning applications

Planning Inspectorate (PINS) - an independent Government agency that processes planning and enforcement appeals and holds inquiries into development plan documents

Specific Consultation Bodies - organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-Government organisations

Statement of Community Involvement (SCI) - sets out the standards which the plan-making authority intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all planning policy documents and in development management decisions

Supplementary Planning Documents (SPDs) - these cover a wide range of issues on which the plan making authority wishes to provide guidance to supplement the policies and proposals in development plan documents. They do not form part of the development plan and are not subject to independent examination

Sustainability Appraisal (SA) - a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors)

Tree Preservation Order (TPO) - an Order made by a Council in respect of a tree(s) because the tree is considered to bring amenity value to the surrounding area. The order makes it an offence to cut down, uproot, prune, lop or damage the tree in question without first obtaining the Council's consent. A TPO can apply to a single tree, a group of trees or a woodland

List of Abbreviations

DPD	Development Plan Document
HRA	Habitat Regulation Assessment
GLCCA	Greater Lincolnshire Combined County Authority
LDS	Local Development Scheme
LPA	Local Planning Authority
LP	Local Plan
MHCLG	Ministry of Housing, Communities & Local Government
NDP	Neighbourhood Development Plan
PINS	Planning Inspectorate
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SKDC	South Kesteven District Council
SPD	Supplementary Planning Document
TPO	Tree Preservation Order