



**RUGBY BOROUGH COUNCIL
STATEMENT OF COMMUNITY
INVOLVEMENT
DECEMBER 2024**

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1. INTRODUCTION

What is the purpose of planning?

1.1 The purpose of planning is to contribute to the achievement of sustainable development. Rugby Borough Council (RBC) is the Local Planning Authority (LPA) responsible for making decisions to guide where sustainable development takes place across the borough of Rugby.

1.2 The key functions of the LPA are:

Plan making (also referred to as planning policy or development strategy) – setting out a future vision for the borough and providing a policy framework for addressing development needs, including housing, economic, social and environmental priorities and needs. The types of policy documents prepared will be outlined in section 2 of this document.

Development management – managing the type, mix and design of development and ensuring it is located in sustainable locations through the approval or refusal of planning applications (and other types of applications).

Why should you get involved in planning?

1.3 Planning has a direct impact on the daily lives of residents and on businesses. It is therefore important that residents, workers and business owners have the opportunity to have their say in planning decisions. We recognize that local knowledge can be extremely valuable, and lead to better planning decisions.

What is a Statement of Community Involvement (SCI)?

1.4 This Statement of Community Involvement (SCI) sets out how Rugby Borough Council (the Local Planning Authority (LPA)) will involve and consult with the community, businesses and stakeholders in plan making and when considering planning applications and proposals. It is designed to improve understanding of how we prepare documents such as the local plan, support neighbourhood planning, and how we consider planning proposals.

1.5 Involvement in plan making, how we will support neighbourhood planning, and involvement in considering planning applications and proposals will be addressed in different chapters of this document.

Why do we need a SCI?

1.6 Local planning authorities are currently required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce and review a SCI. This SCI replaces the version published in 2019, which was amended in 2020 to enable ongoing consultation in line with Covid 19 protocols. SCIs should be updated at least every 5 years.

What are the objectives of the SCI?

1.7 Through the SCI, we aim to set out how we will:

- Enable everyone the chance to be involved in the planning process and make a difference in shaping the place around us.
- Ensure consultation is inclusive, fair and equitable, and supports our communities and stakeholders in feeling heard.
- Use consistent consultation methods, whilst recognising benefits of new and emerging methods, including the use of digital technology.
- Use the methods of consultation identified as a minimum, whilst aspiring to exceed those minima.
- Set out how and when you can engage with and have your say on planning policy documents, such as the local plan.
- Set out how we will support neighbourhood planning.
- Set out how and when you can engage in the consideration of planning applications.
- Be accountable in decision making by explaining how consultation responses will be considered, and how you and others may be kept informed.

2. COMMUNITY INVOLVEMENT IN PLAN MAKING

What is a Development Plan?

- 2.1 The development plan is the overarching term for local planning policy framework, which must set out strategic priorities for the area along with policies to deliver them, as well as other non-strategic (more detailed) policies. By law, planning decisions (i.e. on planning applications and proposals) must be taken in line with the development plan, unless other material considerations indicate otherwise.
- 2.2 The National Planning Policy Framework (NPPF) allows flexibility for the development plan to comprise of one or more documents. In Rugby Borough, the development plan is currently comprised of multiple documents, as neighbourhood plans form part of the development plan.
- 2.3 The different types of planning policy documents which may be included in the development plan are defined below. In addition, there are other planning policy documents which are not formally part of the development plan, but which are material considerations in decision making. These too will be identified below.

Local Plan

- 2.4 The local plan is a key part of the development plan for Rugby Borough. It sets out the vision and strategic priorities for the area, and strategic policies designed to achieve the vision. It also contains policies on more detailed (non-strategic) matters. For example, the local plan sets out the amount of development that should take place, the number of jobs and homes that need to be created, where development should take place, and how it should be designed. It also identifies the infrastructure needed to accompany development.
- 2.5 The local plan is in the process of being revised. Up to date information on the emerging local plan is available on the Council's [local plan review webpage](#).

Other Development Plan Documents

- 2.6 Other Development Plan Documents (DPD) are produced much the same way as a local plan and are afforded the same weight in decision making. They can address a particular policy subject not addressed in the local plan and may include development allocations. For example, neighbouring authorities have adopted or are developing DPDs on topics such as net zero buildings, houses in multiple occupation and employment land.
- 2.7 Rugby does not currently have any other DPDs.

Neighbourhood Plans

- 2.8 Neighbourhood planning is not a legal requirement. It is a right that communities can choose to exercise. Neighbourhood plans are led and produced by communities to shape the places in which they live and work. A neighbourhood plan is often led and conducted by a parish council, but in unparished areas may be prepared by a Neighbourhood Forum established for neighbourhood planning purposes. Once 'made' (adopted), neighbourhood plans become part of the development plan and are a material consideration in determining planning applications within the neighbourhood area.
- 2.9 Rugby Borough Council has a duty to support the preparation of neighbourhood plans. It also has responsibilities for parts of the neighbourhood plan-making process.

Supplementary Planning Documents (SPDs)

- 2.10 A local plan or other development plan document may be supported by Supplementary Planning Documents (SPDs). These provide additional information on the implementation of development plan policies. This could be in relation to the design and/or other requirements of a specific site, such as South West Rugby, or it could be more thematic, such as the Shop Front Design Guide SPD, or the Climate Change and Sustainable Design and Construction SPD.
- 2.11 SPDs are not subject to independent examination (as local plans, other DPDs and neighbourhood plans are), and do not form part of the development plan. They are however, capable of being material considerations when relevant planning applications are decided.

Design Codes

- 2.12 Design Codes are a set of rules for the design of new development, that should be concise, measurable, and illustrated where possible. The use of design codes is now encouraged by government.
- 2.13 A design code is under preparation for South West Rugby at the time of writing. It is intended that this will become an SPD, and it is likely that any future design codes Rugby Borough Council prepares will also become SPDs. Design Codes will therefore be subject to all consultation information in this SCI relating to SPDs. However, the specific nature of design codes means that the degree and nature of engagement at the earliest stages may be additional to some other SPDs, and will seek as far as possible to align with the process outlined in the [National Model Design Code](#).

When and how will we involve communities in plan making?

- 2.14 The nature of public consultation and other involvement will vary according to the type of policy document under preparation, and the scope of its content. Further detail follows in respect of different document types below, and the methods outlined should be considered the minimum. We will aspire to exceed these minimum methods of engagement. We will seek to use a variety of communication techniques, including utilising the latest available technology where this may help reach a wider audience.

How you can sign up to be kept informed

2.15 If you would like to be directly informed of plan making consultations you can sign up to the Development Strategy Consultation database by:

- Submitting a request via email to: localplan@rugby.gov.uk
- Using the online form on our website: [Local plan review - Rugby Borough Council](#)

2.16 Providing your contact details for the database (preferably email contact), means we can notify you directly when any planning policy consultations start. We will notify persons registered on the database on the date the consultation commences.

2.17 Anyone who no longer wants to be notified of such consultations can opt out of the database by email using the same email address above.

Involvement in the preparation of the Local Plan (or other Development Plan Documents (DPDs))

2.18 The statutory process for preparing a local plan or other development plan document is set out in [the Town and Country Planning \(England\) Regulations 2012](#) (as amended). There are two key stages of consultation during the preparation of a local plan or DPD – Regulation 18 and Regulation 19. The table below (table 1) sets out scope of the methods we will employ to bring the consultations to the attention of communities and other stakeholders.

2.19 The [Local Development Scheme](#) sets out the timetable for the preparation of the local plan and other planning policy documents produced by the LPA. This is reviewed and updated periodically, and will provide the most up to date information on when consultations are likely to take place.

Table 1: Local plan – consultation stages and methods

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
Public participation (Regulation 18) – <i>this stage may include one or more separate consultations. The ‘Issues and Options’ consultation took place between October 2023- February 2024. Another consultation under Regulation 18 is anticipated and will</i>	6 weeks	Public consultation for all Consultation bodies outlined in appendix 1	Notification to persons registered on the Development Strategy consultation database* (as on the day the consultation commences) Notice on RBC’s website Press advert in the Rugby Observer and/or Rugby Advertiser Press release

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
<i>set out the 'preferred options'.</i>			Advertisement on RBC's social media channels, including Facebook, and X (formerly Twitter)
Pre-submission (Regulation 19) – a consultation on the version of the plan the LPA intends to submit to the Planning Inspectorate for independent examination	6 weeks		Hard copy consultation documents will be made available at Rugby Town Hall, and in libraries across the borough Public consultation events which may include in-person and/or virtual sessions. Details to be advertised on the Council's webpage and social media channels.

*See paragraphs 2.15-2.17

2.20 Following the consultation stages outlined in table 1, the Council will submit the local plan and any representations received in response to the Regulation 19 consultation to the Secretary of State. The submitted local plan and representations will then be considered by a Planning Inspector in an independent examination. The examination of the local plan usually takes place in public, and any objectors or persons who have expressed a wish to speak, will be contacted by the Planning Inspectorate.

2.21 As part of the Examination process, there may be further public consultations, for example in respect of 'main modifications' to the plan. We will utilise the methods outlined in table 1 to advertise these, though they may not include public consultation events.

Neighbourhood Plans

2.22 Neighbourhood planning is a community-led process (see paragraph 2.8). However, as the LPA, we have a duty to support neighbourhood planning, and undertake public consultations as part of this process. Section 3 of this document sets out how the LPA will support and assist parish councils and neighbourhood forums beyond the formal consultation stages set out here below.

2.23 The statutory process for the preparation of a neighbourhood plan is set out in the [Neighbourhood Planning Regulations 2012](#) as amended. Table 2 below sets out the key stages of consultation in the neighbourhood plan-making process which are undertaken by the LPA.

Table 2 – Consultations on neighbourhood plans undertaken by the LPA

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
Designating the neighbourhood	5A-7	6 weeks if applicable*	People who live, work or conduct	Publish documents on RBC's website

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
area (and neighbourhood forum as appropriate)		<i>*Where a proposed neighbourhood area incorporates an entire parish boundary, public consultation is not required</i>	business in the proposed neighbourhood area (where consultation is required)	Notify consultees RBC considers may have an interest, with reference to the Development Strategy Consultation database* Social media
Designating a Neighbourhood forum (in areas not within a parish)	9-11	6 weeks	People who live, work or conduct business in the proposed neighbourhood area	Publish documents on RBC's website Notify consultees RBC considers may have an interest, with reference to the Development Strategy Consultation database* Social media
Strategic Environmental Assessment & Habitats Regulations Assessment Screening	N/A	5 weeks	Heritage England, Natural England, 3. Environment Agency	Consult statutory bodies by email
Post-submission consultation	16	6 weeks	Statutory and other consultation bodies, including any body referenced in the submitted consultation statement (required by Regulation 15) People who live, work or conduct business in the	Publish documents on RBC's website Notify consultees RBC considers may have an interest Social media

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
			proposed neighbourhood area (where consultation is required)	
Consideration of Examiner's report and provision of a Decision Statement in consultation with the Qualifying Body	18	6 weeks	The qualifying body	Notice published on RBC's website
Referendum	19		All registered voters within the neighbourhood area. (The independent examiner can also recommend the referendum applies to an extended area).	Statutory notice of referendum

*See paragraphs 2.15-2.17

2.24 In addition to the above methods, qualifying bodies may be invited to assist in publicising consultations. Assistance from qualifying bodies can be very beneficial in promoting the neighbourhood plan consultations given their local connections and knowledge. For example, qualifying bodies may be able to place information on local notice boards, or share it on local parish or other social media accounts.

Consulting on Supplementary Planning Documents (SPDs)

2.25 The statutory process for preparing SPDs is set out in the Town and Country Planning (Local Planning) England Regulations 2012. SPDs are subject to a single formal stage of consultation – Regulations 12 and 13. Table 3 below sets out the methods for engagement.

2.26 Prior to the formal consultation under Regulations 12 and 13, the LPA may engage with relevant stakeholders (dependent on nature and subject matter of the SPD) and gather evidence. This is particularly the case for the development of design codes, which are addressed separately below.

Table 3 – methods of engagement for a SPD

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
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Regulation 12 & 13	4 weeks	Public consultation for all Statutory Consultation bodies	<p>Notification to persons registered on the Development Strategy consultation database* (as on the day the consultation commences)</p> <p>Notice on the Council's website</p> <p>Press advert in the Rugby Observer and/or Rugby Advertiser</p> <p>Press release</p> <p>Advertisement on RBC's social media channels, including Facebook, and X (formerly Twitter)</p> <p>Hard copy consultation documents will be made available at Rugby Town Hall, and in libraries across the borough</p> <p>Public consultation events may be held where these are relevant to the subject and scope of the SPD</p>
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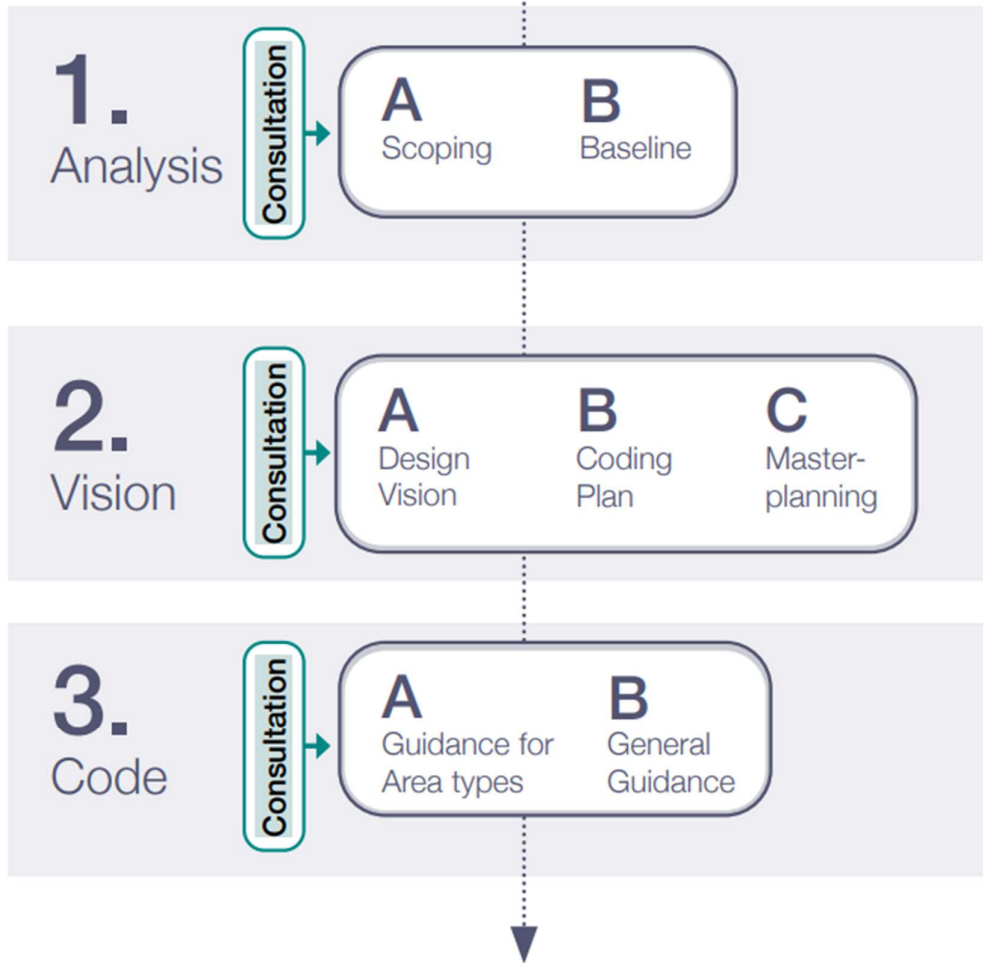
*See paragraphs 2.15-2.17

Design Codes

2.27 The production of design codes will follow the same minimum consultation arrangements as outlined in table 3 above (for SPDs) once a draft has been completed. However, due to the nature and scope of design codes, additional involvement opportunities are envisaged in the early preparation of these documents.

2.28 The [National Model Design Code](#) sets out a three stage process for the development of design codes, with each stage beginning with consultation (see figure 1 below).

Figure 1. Design Code Process



2.29 We will endeavor to involve communities as outlined in the National Model Design Code, though the scope and nature of the engagement will be designed to reflect the geographical coverage and scope of the design code being prepared. For example, the approach to involvement on a borough-wide design code will necessarily differ from that for a site-specific design code, and will therefore need to be designed as appropriate to each code.

2.30 The types of engagement methods that may be used include:

- Online surveys
- In-person workshops
- Workshops in local schools
- Online workshops

How to have your say on plan making

2.31 During formal public consultations, any comments must be made in writing. You can submit comments in writing to:

Email: localplan@rugby.gov.uk

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

2.32 We are unable to accept anonymous representations. Please include your name and address in your representation. Your representation will be managed in line with our [privacy notice](#).

2.33 When submitting written comments via the methods above, please ensure that comments are attributed to the appropriate policy reference or paragraph number to ensure that we can understand which part or parts of the plan or policy content they relate to.

2.34 For local plan consultations we will create an online form, offering an additional option to submit written comments. The link to the form will be made available from the consultation webpage.

2.35 In other forms of engagement described in this chapter, such as in person events or workshops, officers will explain how feedback will be captured on a case-by-case basis.

What happens to comments you submit?

2.36 Comments, known as representations, will be considered as part of the decision-making process. The Council will only assess the planning issues relevant to plan making-

2.37 We are unable to accept anonymous representations.

2.38 All representations received must be available for public inspection, so we cannot treat them as confidential. [Representations will be managed in line with our privacy notice](#).

3. HOW WE WILL SUPPORT NEIGHBOURHOOD PLANNING

Neighbourhood plans and neighbourhood development orders (NDO)

3.1 Paragraphs 2.8 and 2.9 in section 2 of this document set out what a neighbourhood plan is and specify that it is a community led planning document. In addition, paragraphs 2.19-2.21 set out the consultation role of Rugby Borough Council as the LPA at a number of stages in the neighbourhood planning process, as set out in the [Neighbourhood Planning \(General\) Regulations 2015](#). As well as our role in formal consultation stages outlined above, we (as the LPA) have a duty to support parish councils and neighbourhood forums as they prepare neighbourhood plans. This section of the SCI will set out how we will support neighbourhood planning outside the LPA led consultation stages.

3.2 Neighbourhood development orders (NDOs) grant planning permission for specific developments within a designated neighbourhood area and therefore remove the requirement to submit a planning application for this type of development. To date, no NDOs have been proposed within Rugby Borough. They would be proposed by parish councils or designated neighbourhood forums.

Who leads neighbourhood plan-making?

3.3 Neighbourhood plans are led by a qualifying body. The qualifying body will be a parish council, or a designated neighborhood forum in unparished areas of the borough. We have a duty to support qualifying bodies as they prepare a neighbourhood plan.

Opportunities for engagement in neighbourhood planning

3.4 Neighbourhood planning is designed to be community-led, in a focused local area. As such, there should be plenty of opportunity to engage with the neighbourhood plan process where you live or work. Much of this engagement will be led by the qualifying body (either a parish council or designated neighbourhood forum) to inform the scope and content of the plan and will be outside of the formal consultation stages.

3.5 There are formal stages of the plan-making process where consultation will occur. The LPA is also responsible for consultation at some of these stages, as outlined in section 2 of this SCI.

How will we support neighbourhood planning?

3.6 RBC has a template Service Level Agreement (SLA) (see appendix 2) for the preparation of neighbourhood plans. The SLA sets out in detail the support we will offer to a qualifying body throughout the neighbourhood plan-making process. It is envisaged that the template SLA will be agreed and signed between the Council and the qualifying body at the beginning of the production process of a neighbourhood plan, in order that roles and responsibilities are clearly defined and understood.

3.7 In summary, the key ways we will support qualifying bodies include:

- Sharing relevant data and evidence, including planning application records and monitoring information, mapped constraints, and relevant information from the borough's evidence base
- Provide Ordnance Survey base maps for the neighbourhood area
- Provide up to date information on the local plan
- Direct qualifying bodies to any available grant funding or technical support which may be available
- Advise on methods for community engagement
- Provide feedback on drafts of the neighbourhood plan and associated documents
- Advise on screening and the need for Strategic Environmental Assessment and Habitat Regulation Assessment
- Advise on conformity matters – for example with national policy and the strategic policies of the local plan
- Assist in digitising final policy maps

4. INVOLVEMENT IN CONSIDERING PLANNING APPLICATIONS AND PROPOSALS

- 4.1 A planning application is a means by which someone applies for permission from Rugby Borough Council (RBC) (as the LPA) to develop land or buildings. We receive a wide range of planning applications for formal determination, from simple house extensions to large scale commercial or residential development proposals. RBC also determines other types of applications, including those relating to works requiring Advertisement Consent, and Listed Building Consent. Many of these types of applications require publicity, and in some cases public consultation.
- 4.2 [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) sets out the minimum standards of publicity and notification to the local community for different types of application. This section explains how applications related to planning are dealt with, and outlines the consultation arrangements.
- 4.3 There are four key stages to a planning application process as outlined in table 4.

Table 4 – planning process

Stage of process	Explanation
Pre-application	In this stage, an applicant or developer prepares their proposal. Early engagement with the LPA, local stakeholders and the community are strongly encouraged at this stage, so that feedback can help shape the proposal. This is especially important for large and complex proposals.
Planning application	The applicant submits a formal planning application to the LPA for consideration. The LPA consults on the application submitted as applicable.
Decision making	Taking account of feedback from stakeholders and the community, and following officer assessment against planning policies, a decision is taken on the application by either a committee of elected councillors or by a delegated officer.
Appeal	An applicant has the right to appeal against the decision of the LPA if it has taken the decision to refuse the planning application or against a condition that has been imposed on a planning permission.

- 4.4 The information that should be submitted as part of a planning application is set out within the local [Validation Checklist - Rugby Borough Council](#)

Pre-application process

Community and stakeholder engagement

4.5 The Localism Act 2011 introduced a duty for developers to consult local communities before submitting a planning application for certain types of development. For developments that fall outside of the requirements of the Localism Act, we strongly encourage pre-application consultation by applicants.

4.6 The benefits of pre-application community and stakeholder engagement include:

- Highlighting issues and concerns early, with increased potential to be able to address them
- Proposals have the opportunity to better reflect community aspirations at the point of application – raising the quality of development
- In light of the above, there may be fewer objections at planning application stage
- This can speed up the application process to determination

Pre-application planning advice

4.7 Applicants and developers can request advice from planning officers at pre-application stage. This enables planning officers to give advice on proposals, including the identification of issues or opportunities, or the need for additional expert advice on any aspects of the proposals. Pre-application discussions are always confidential for commercial reasons and in no way pre-determine the outcome of any planning application. We introduced a charge for this service in April 2022, and further information can be found on the [pre-application](#) page of our website.

4.8 Pre-application advice can offer the following benefits:

- Save time and resources of the applicant
- Raise the quality of development
- Speed up the planning process
- Reduce the chance of unsuccessful applications
- Identify the need for expert input earlier in the process

Planning application process

4.9 The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that the local community should have the opportunity to comment on the proposal prior to determination. The level and extent of consultation will vary dependent on the size, nature and location of the proposed development.

How we publicise planning applications

4.10 When a planning application is submitted, there is a statutory minimum consultation period, during which anyone may comment on the application (see table 5). It is the responsibility of the LPA to publicise planning applications. We will do this by:

- Publishing each planning application on [Citizen Portal](#), including key dates, digital plans and supporting information
- Undertake appropriate notification as set out in table 5
- Consult the parish council(s) of the parish in which the application is located
- Consult statutory and non-statutory consultees (see appendix 1)

4.11 Where neighbour notification letters are sent, these will usually be to properties immediately adjacent to the application site. However, an officer may notify additional properties where an application is judged to have potential wider impact.

Table 5 – publicity and consultation for different types of applications

Application type	Consultation period (minimum)	Publicity and notification – minimum requirements
Major development (outline, full and reserved matters)	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Minor development	21 days	Site notice or neighbour notification, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Householder development	21 days	Site notice or neighbour notification, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Applications subject to Environmental Impact Assessment (EIA) and accompanied by an Environmental Statement	30 days	Site notice or neighbour notification, press notice in the local newspaper, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Applications that do not accord with the development plan (known as ‘departures’)	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Applications affecting a Public Right of Way	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Listed Building Consent and applications affecting the setting of a listed building	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on Citizen Portal (accessible via RBC’s website), notification of the relevant parish council
Works to protected trees	N/A	Details on Citizen Portal (accessible via RBC’s website). There is no statutory requirement for consulting on these applications.

Applications related to advertisements	21 days	Details on Citizen Portal (accessible via RBC's website)
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Applications that won't be publicised

4.12 There is no statutory obligation to consult on the following types of applications:

- Certificate of Lawfulness for a proposed use or development
- Certificate of Lawfulness of existing use or development
- Approval of details/discharge of conditions
- Non-material amendments
- Some types of prior approval applications

How to have your say on a planning application

4.13 RBC makes all applications and decisions available to view online through the [Citizen Portal](#).

4.14 You can make comments on any application during the consultation period. There is a statutory consultation period for any planning application which is set out in table 5. Representations made after the consultation period may be considered up to the date of the decision, but we strongly advise that comments are submitted within the consultation period.

4.15 You can submit your comments directly via the Citizen Portal. Alternatively, you can submit comments in writing to:

- **Email:** rbc.planning@rugby.gov.uk
- **Post:** Development Management, Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR

What happens to comments you submit?

4.16 Comments, known as representations, will be considered as part of the decision-making process. The Council will only assess the planning issues relevant to the proposal. The lists below give an indication of issues that can and cannot be taken into account.

4.17 Planning issues include:

- Compliance with approved planning policies
- Character of the area
- Loss of light
- Loss of privacy
- Noise and disturbance from the proposal
- Traffic generation and access
- Impact on the rural landscape

4.18 Planning issues do not include:

- Impact on property values
- Boundary or other legal disputes
- Loss of view
- Restrictive covenants
- Competition between traders
- Possible damage to properties caused by building work
- Access for maintenance

4.19 All representations received must be made available for public inspection, and as such we are unable to treat them as confidential. Representations will be added to the application file, though only representations from Parish Councils and organisations are published online on Citizen Portal. All representations will be published in accordance with our [Privacy Notice](#).

4.20 We assess each planning application on their own individual merits against national planning policies and local policies in the development plan, including the local plan and neighbourhood plans. SPDs may also be a material consideration in the decision-making process. Applications are determined in accordance with the development plan, unless material considerations indicate otherwise.

4.21 If you have submitted a representation on a planning application, you can also apply to speak at the meeting of the planning committee if the application is being presented to a committee (see below).

What happens if an application is amended after the consultation and before it is determined?

4.22 In deciding whether further notification and consultation is necessary in instances where amendments to an application are made, we will consider the criteria set out in the government's Planning Practice Guidance. Where it is considered appropriate or necessary to reconsult, a further period of 10-14 days will be appropriate in most cases.

4.23 Where re-consultation occurs, representations can be made in the same ways outlined in paragraph 4.15, and comments will be considered as set out above.

Decision Making process

4.24 Decisions on planning applications are made by:

- Planning Committee – comprised of elected councillors
- Planning Officers under delegated powers – this enables officers to determine some planning applications without needing a decision from planning committee
- The Planning Inspectorate/Secretary of State – where an applicant lodges an appeal.

4.25 The [Council's Constitution](#) sets out which applications are likely to be considered by Planning Committee.

Planning Committee

- 4.26 Agendas and reports for Planning Committee are made public at least 5 working days before the meeting on the Council's Planning Committee [webpage](#).
- 4.27 The committee meetings are minuted and recorded via YouTube. Minutes and YouTube recordings are available via the Council's [Planning Committee webpage](#).
- 4.28 Anyone who makes a representation on a planning application, can apply to speak at the meeting of the Planning Committee where that application is to be determined. To speak at Planning Committee to express your views on a planning application, you must register in advance. The Council selects speakers on a first come, first served basis.
- 4.29 The Council has published a '[Guide to public speaking at planning committee](#)', which provides useful information.

Post decision

- 4.30 Once an application has been determined, a copy of the decision notice will be:
- Sent to the applicant or their appointed agent
 - Published on [Citizen Portal](#) as part of the application documentation
- 4.31 All reports that have been considered in reaching the decision will also be published as part of the application documentation on [Citizen Portal](#).

Planning Appeals

- 4.32 An applicant may appeal to the Planning Inspectorate for the following reasons:
- Against a decision to refuse planning permission
 - To contest any of the conditions imposed on a decision to grant planning permission
 - Against non-determination of an application (i.e. where the LPA has not reached a decision)
- 4.33 Only the applicant has the right to appeal.
- 4.34 The Planning Inspectorate will consider the appeal, and make the final decision on the proposal. It will make the appeal decision available on the Planning Inspectorate website.
- 4.35 We will support the appeals process by:
- Adding all appeals documentation to the application file on [Citizen Portal](#)
 - Notifying all third parties who made representations on the planning application
 - Adding the appeal decision to the application file at the end of the process
- 4.36 There are three types of planning appeal:
- **Written representations** – the appeal is conducted in writing only. This format is usually used for small scale planning proposals.

- **Public hearing** – a relatively informal public session, which is usually concluded in a day.
- **Public inquiry** – a formal public process, reserved for the largest and most complex planning appeals. This usually involves multiple sessions.

4.37 The Planning Inspectorate publish a [Planning Appeals: Procedural Guide](#) which offers further information on how appeals work and opportunities to participate.

Planning Enforcement

4.38 The [Planning Enforcement Local Plan](#) sets out what constitutes a breach of planning control, and the processes and actions which will be undertaken when a complaint is received regarding a breach of planning control.

4.39 You can report a planning breach [via our website](#), or by emailing RBC.planningenforcement@rugby.gov.uk. A summary of the information that should be provided is included in the Planning Enforcement Local Plan, which also identifies stages of the process when a complainant is informed.

5. MONITORING AND REVIEW

- 5.1 This SCI is based upon current national planning policy and legislation. As required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), we are committed to reviewing the SCI at least every 5 years from the point of adoption to ensure it remains up to date and reflective of current legislation and best practice.
- 5.2 Should significant changes be made to national legislation which impact all or parts of this SCI, we will endeavor to update the document as soon as possible.

6. GLOSSARY

Term	Abbreviation	Definition
Citizen Portal	-	The name of the portal through which planning and other applications can be reviewed online (via the Council's website)
Design Code	-	A set of simple, concise, and illustrated design requirements that are visual and numerical wherever possible to provide specific and detailed design parameters
Development Management	DM	Managing the type, mix and design of development and ensuring it is located in sustainable locations through the approval or refusal of planning applications (and other types of applications)
Development Plan	-	Includes the local plan, neighbourhood plans and any other spatial development strategies produced by the local authority.
Development Plan Documents	DPD	Documents that make up the Development Plan
Development Strategy	-	The name of the team responsible at the Council for plan making/the production of planning policy documents, and supporting neighbourhood planning
Environmental Impact Assessment	EIA	The assessment of the environmental consequences of a plan, policy, or development project prior to the decision to move forward.
Environmental Statement	ES	Sets out the likely environmental effects of a proposal.
Full planning application	-	An application with comprehensive details about all aspects of the development proposal
Habitats Regulation Assessment	HRA	An assessment of the consequences of a plan, policy or development project on sites protected by Habitats Regulations, including Special Areas of Conservation (SACs) and Special Protection Areas (SPAs)
Listed Building Consent	LBC	Required for works to a listed building
Local Development Scheme	LDS	A project plan which outlines the timetable for the production of planning documents
Local Planning Authority	LPA	A local government body (in this case RBC) empowered by law to undertake planning functions in a specific area.
Major development	-	Residential development of 10 or more dwellings or on a site area of 0.5ha or more. Employment development of 1000sqm floorspace or development on a site area of 1ha or more. It also includes mineral extraction and waste development.
Material Planning Consideration	-	Matters which legislation and the courts have determined should be taken into account in deciding an application.

Term	Abbreviation	Definition
Minor development	-	Residential development between 1-9 dwellings. Employment development of less than 1000sqm floorspace or on a site less than 1 ha.
Neighbourhood Development Order	NDO	A form of deemed local planning permission ; it grants outline or full planning permission in a particular neighbourhood area for the development specified in the order, which may be either a particular project or a particular class of development.
National Model Design Code	NMDC	A document produced at a national level to guide the creation of design codes across the country.
National Planning Policy Framework	NPPF	The government's planning policy for England.
Neighbourhood Forum	-	A group that can be designated for the purposes of producing a neighbourhood plan, where the area is not parished.
Non-material consideration	-	Matters which should not be taken into account in deciding a planning application.
Outline planning application	-	An application which seeks consent for the principle of a development proposal, but not comprehensive detail. Details which do not form part of the outline determination are referred to as 'reserved matters'.
Pre-application	-	The stage prior to submission of a planning application.
Qualifying Body	QB	The body responsible for producing a neighbourhood plan. In parished areas the qualifying body will be the parish council. In areas with no parish council, a neighbourhood forum may be designated.
Representation	Rep	The name given to any comments and views received in writing in respect of a planning or other type of application.
Reserved matters planning application	-	Outline planning consent does not include comprehensive detail of all matters related to a development proposal. The details not determined in the outline application are 'reserved matters' and these are subject to a further application once an outline application is approved.
Rugby Borough Council	RBC	The local government organisation for the borough of Rugby.
Statutory consultee	-	Planning law prescribes circumstances where local planning authorities are required to consult specified bodies prior to a decision being made on an application. These are statutory consultees.
Strategic Environmental Assessment	SEA	A systematic process for identifying, reporting, and proposing mitigation measures and monitoring the environmental effects of plans, programmes and proposals.
Statement of Community Involvement	SCI	A document that sets out how the LPA will engage and consult with the community on the development of

Term	Abbreviation	Definition
		planning policy and on planning and other applications.
Supplementary Planning Document	SPD	A document which expands in more detail on policy within a local plan or other development plan document.
Validation checklist	-	A list of document requirements needed to be supplied as part of a planning application for it to be deemed a 'valid' application.

APPENDIX 1 – Consultation bodies for plan (policy) making

The [Town and Country Planning \(Local Plan\) \(England\) Regulations 2012](#), define ‘general’ and ‘specific’ consultation bodies that a local planning authority must engage with during the preparation of planning policy documents.

The Regulations allow the councils to select ‘such of’ the ‘specific’ and ‘general’ consultation bodies that may have an interest and/or the LPA consider appropriate to the consultation document being prepared.

The organizations that we will consult will be drawn from the list in this appendix, and will be dependent on the nature of the consultation being undertaken, taking account of:

1. The area the document covers
2. The subject matter of the document

Specific Consultation bodies

Specific Consultation bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1:

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Ltd
- The Highway Agency (known as Highways England)
- Relevant authority any part of which adjoins the local planning authority’s area
 - A. Local planning authorities
(Coventry City Council, Harborough District Council, Nuneaton and Bedworth Borough Council, Stratford on Avon District Council, Warwick District Council, West Northamptonshire Council)
 - B. County Council
(Warwickshire County Council, Leicestershire County Council, Northamptonshire (now West Northamptonshire))
 - C. Parish Council
 - D. Local Policing Body
- Any person –
 - i. To whom the electronic communications code applies by virtue of a direction given under 106(3)(a) of the Communications Act 2003, and
 - ii. Who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area
- If it exercises functions in any part of the local planning authority’s area-
 - i. A Primary Care Trust established under section 18 of the National Health Service Act 2006 (g) or continued in existence by virtue of that section

- ii. A person to whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989(h)
- iii. A person to whom a licence has been granted under section 7(2) of the Gas Act 1986 (a)
- iv. A sewage undertaker
- v. A water undertaker
- The Homes and Communities Agency (now known as Homes England); and
- Where the Local Planning Authority is a London Borough Council, the Mayor of London (not applicable in Rugby)

General consultation bodies

Consultation bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1:

- Voluntary bodies, the activities of which benefit any part of the borough
- Bodies which represent the interests of different racial, ethnic or national groups in the borough
- Bodies which represent the interests of different religious groups in the borough
- Bodies which represent the interests of disabled persons within the borough
- Bodies which represent the interests of persons carrying out business in the borough
- Consultees relating to health

Duty to Cooperate bodies

The Duty to Cooperate Bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012, Part 2, Regulation 4](#) as follows:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- Natural England
- The Mayor of London (not applicable in Rugby Borough)
- The Civil Aviation Authority
- The Homes and Communities Agency (now known as Homes England)
- Each Integrated Care Board established under section 14D of the National Health Service Act 2006 (formerly known as Clinical Commissioning Groups)
- The National Health Service Commissioning Board
- The Office of Rail Regulation (known as Office for Rail and Road)
- Transport for London (not applicable for Rugby Borough)
- The Local Highway Authority (Warwickshire County Council, and neighbouring highway authorities as applicable)
- The Marine Management Organisation

In accordance with Planning Practice Guidance (PPG), Rugby Borough Council and other public bodies subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities where relevant to plan-making.

Development Strategy Consultation Database

The Council will refer to the Development Strategy Consultation database for consultation bodies which fall within the categories outlined above. We aim to ensure that the database is kept as up to date as possible, however if any bodies or organizations want to be added to this database, removed from the database, or alter existing details in the database, they should email localplan@rugby.gov.uk.

APPENDIX 2 – template SLA for neighbourhood planning



**Neighbourhood Planning
Draft Service Level Agreement
Rugby Borough Council and ***Parish Council/Neighbourhood
Forum
2024**

Purpose

1.1 The Localism Act 2011 (“The Act”) and the Neighbourhood Planning (General) Regulations 2012 (637) (“The Regulations”) set out the framework for the preparation and bringing into force of a Neighbourhood Development Plan (“NDP”).

1.2 Under the provisions of the Act, Rugby Borough Council (“The Borough Council”) (as the Local Planning Authority) is responsible for:

- fulfilling certain statutory requirements
- the provision of appropriate advice and assistance

1.3 The purpose of this agreement is to set out how Rugby Borough Council will fulfil its statutory obligations and level of assistance to parish councils engaged in the production of a NDP. This agreement will also define the role of the qualifying body. A qualifying body may be:

- a parish or town council
- a neighbourhood forum

Memorandum of Agreement:

This Agreement is between:-

a) The Borough Council

Signature of Chief Officer – Growth and Investment

.....

Date.....

and

b) **XXX Parish Council/Neighbourhood Forum** (the Qualifying Body)

Signature of chairperson of the qualifying body

.....

Date.....

2. Date and duration of agreement

1. This agreement will commence once the document has been signed and dated by the selected representatives of both parties.

2. It is anticipated that the full process for bringing the said NDP into force will take, as a minimum, some 24-36 months from the date of designation. The Borough Council and the qualifying body will review progress on the NDP at intervals of approximately every 6 months from the date of the agreement.

3. Working Relationships

3.1 The parties to this agreement seek:

- i. A constructive working relationship
- ii. to work closely together at all levels, both in policy, and in strategic issues of importance
- iii. to respect each other's views, and, where different, after discussion, to ensure proper understanding of the reasons for such differences
- iv. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy or changes to the timetable
- v. to minimise duplication of activity wherever possible
- vi. to inform other stakeholders about the relationship so as to reduce uncertainty

4. Respective Responsibilities

The statutory obligations of Rugby Borough Council

4.1 Following completion of the statutory procedures for designation of the Neighbourhood Area, the Borough Council will undertake the following in accordance with its duties set out in the Act and the Regulations:

	Stage	Timescales
1	Confirm that the pre-submission Neighbourhood Plan meets the general requirements of the Localism Act and provide detailed comments on the plan as a consultee during the pre-submission public consultation (Regulation 14)	Within the prescribed consultation period unless an extension has been agreed with the qualifying body
2	Confirmation that the submitted Neighbourhood Plan and other associated documentation meets the requirements of the Localism Act (Regulation 15) and the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018	Within two weeks of the submission of all relevant documentation to the Council
3	Publicise the submission plan and other associated documentation (Regulation 16)	Within two weeks following confirmation by the Borough Council that the submission documents meet the requirements of the Localism Act and the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018

4	In consultation with the qualifying body, approval of the appointment of an examiner with the Parish Council (Regulation 17), including the drafting of a contract with the appointed examiner	Within 2 weeks of the close of consultation (regulation 16)
5	Forward all comments received on the submission plan along with all other required documentation to the appointed examiner (Regulation 17)	Within 2 weeks of an Examiner being appointed
6	Consideration of Examiner's report and provision of a Decision Statement in consultation with the Qualifying Body (Regulation 18)	Within 6 weeks of receiving the Examiner's report the Council will issue a decision statement on whether it agrees with the findings of the examiner's report and approval to proceed to referendum
7	In liaison with the qualifying body, make arrangements for the referendum	Following the issuing of the Decision Statement the referendum process will begin. Eight weeks is allowed for this process which includes a 6 week notification period
8	'Make' the Neighbourhood Plan (Regulation 19 & 20)	As soon as practically possible after a positive referendum

2. It should be expected that the statutory process from regulation 15 (submission of draft plan) to the plan being made (stages 2 to 8 above) will cover a period of a minimum of 8 months.

3. Whilst the Council will seek to meet the above timescales, it should be noted that events and circumstances may arise which could impact on the ability of the Council to meet these timescales, for example local or national elections and associated purdah periods. The Council will inform the qualifying body at the earliest opportunity when it becomes aware that there may be an issue which could affect the ability of the Council to meet these timescales.

2. The Borough Council will provide the following advice and assistance

Published Advice

1. Provide on its website: [Neighbourhood planning - Rugby Borough Council](http://www.rugby.gov.uk/neighbourhood-planning) (www.rugby.gov.uk/neighbourhood-planning)

- A simple guide on the stages required for preparing a NDP
- A map illustrating the Parish Council Boundaries

Professional Advice

2. The first point of contact for advice and technical support is [redacted]
Telephone [redacted] Email [redacted]

Initial Meeting

3. At the request of the qualifying body and following designation of the Neighbourhood Area the support officer will attend a meeting and provide an overview on the procedures and issues. The advice will cover:

- i. The legal procedures related to neighbourhood planning
- ii. Project plan and timescales for the production of a plan
- iii. Relationship with the Rugby Borough Local Plan and related planning policy documents
- iv. Methods of consultation and engagement
- v. Consultation with the 'specific' consultees
- vi. The requirements of other legislation such as Human Rights Act, the Habitats Regulations and Strategic Environmental Assessment
- vii. Support available from other organisations such as the Warwickshire Rural Community Council

Background Data and Evidence

4. The Borough Council will make available:
- i. Authority Monitoring report data for the last 5 years
 - ii. List of planning applications made in the Neighbourhood Area for the last 5 years
 - iii. The Local Plan Evidence Base and access to base data
 - iv. Maps showing constraints data
 - v. Up to date information on any grant funding and technical support available

Professional advice and assistance

5. The Borough Council will provide the following level of officer support:
- i. Attendance at 1 meeting (up to 2 hours) every three months
 - ii. 6 hours per calendar month to undertake tasks iii), iv) and v) set out immediately below:
 - iii. The Council will provide advice (and/or direct to the appropriate source) on:
 - Methods of community engagement and consultation
 - Potential delivery partners
 - Conformity matters
 - Up to date information on the Local Plan
 - Advice on any requirement for Environmental Assessment and Habitats Regulation Assessment
 - Emerging drafts of the NDP
 - Links to research data
 - iv. For the Pre-submission draft NDP the Borough Council will provide advice and assistance on:
 - Conformity of the plan with local and national policy and relevant national guidance and whether in their view it meets the basic conditions
 - Suitability of the Consultation Statement

- Suitability of any Environmental Assessment or Habitats Regulations Assessments undertaken
- Conformity with other legislative requirements

v. The Borough Council will provide:

- Electronic copies of OS base maps for the area
- Digitising of final proposals maps

6. The Borough Council will aim to respond to all queries within 10 working days. Where a query is particularly complex and/or may take longer than 10 working days to respond to we will endeavour to provide an indicative timescale for a full response.

The Borough Council will not offer advice or assistance in the following areas:

- i. Drafting the NDP and supporting documents
- ii. Undertaking survey/research work
- iii. Undertaking Strategic Environmental Assessment or Habitats Regulation Assessment
- iv. Undertaking non- statutory consultation exercises
- v. Project management services
- vi. Attending every meeting
- vii. Attending every consultation event
- viii. Direct financial support
- ix. Printing of documents unless related to the statutory requirements of the Borough Council.

5. Qualifying Body Responsibilities

- i. Establish a steering group to develop the NDP with clear terms of reference.
- ii. Arrange an initial meeting which the Borough Council support officer can attend and advise the steering group.
- iii. Produce a project plan including a timetable for the production of the plan. This will be submitted to, and agreed with the Council. The qualifying body will inform and seek agreement with the Borough Council on updates to the timetable.
- iv. Provide regular updates on progress against the project plan and timetable to the Borough Council via the support officer.
- v. Convene as a group on a regular basis throughout the period of preparation of the NDP and its examination.
- vi. Commit adequate resources to the task.
- vii. Provide to the Borough Council the Draft Submission Plan and supporting documents in accessible electronic format.
- viii. Provide results of primary source data which would be helpful to the Borough Council.
- ix. To ensure that documents to be made available on public websites comply with the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 in terms of being accessible to people who have a disability.

Qualifying Body first point of contact

Name.....

Contact details

Telephone.....

Email.....