

AGENDA



CABINET

MONDAY, 4 AUGUST 2014

11.00 AM

**COUNCIL CHAMBER - COUNCIL OFFICES, ST. PETER'S HILL,
GRANTHAM. NG31 6PZ**

Beverly Agass, Chief Executive

MEMBERS: Councillor Mrs. Linda Neal (Leader/Portfolio: Policy, Strategy and Strategic Partnerships), Councillor Paul Carpenter (Deputy Leader & Portfolio: Governance & Communication), Councillor Mrs Frances Cartwright (Portfolio: Grow the Economy and Economic Development), Councillor John Smith (Portfolio: Healthy Environment), Councillor Mike Taylor (Portfolio: Strategic Resources - Well Run Council), Councillor Terl Bryant (Portfolio: Good Housing) and Councillor Bob Adams (Portfolio: Arts and Leisure)

Committee Support Officer: Lucy Bonshor
Tel: 01476 40 61 20
E-mail: l.bonshor@southkesteven.gov.uk

Members of the public are entitled to attend the meeting of the Cabinet at which key decisions will be taken on the issues listed on the following pages. Key decisions are marked *.

1. APOLOGIES

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2. MINUTES

(Enclosure)

3. DISCLOSURE OF INTERESTS (IF ANY)

4. *REDEVELOPMENT OF ST PETERS HILL, GRANTHAM - PROCUREMENT AND BUDGET ALLOCATION UPDATE

Report PD019 from the Property Development Manager

(Enclosure)

5. *ICT INVESTMENT DECISIONS

Report DM001 from the Deployment Manager

(Enclosure)

6. *REVISION TO STATEMENT OF COMMUNITY INVOLVEMENT

Report PLA1063 from the Planning Policy & Partnerships Service Manager

(Enclosure)

7. *EXTENSION PROPOSAL PARK AIR SYSTEMS, MARKET DEEPING

Report PD020 from the Property Development Manager.

(To follow)

8. MATTERS REFERRED TO CABINET BY THE COUNCIL, SCRUTINY COMMITTEE OR THE POLICY DEVELOPMENT GROUPS

9. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.

10. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS

11. ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT



MEETING OF THE CABINET
2 JUNE 2014 - 11.00 AM – 11.10 AM

PRESENT:

Councillor Paul Carpenter
Councillor Mrs Frances Cartwright
Councillor John Smith
Councillor Mike Taylor
Councillor Teri Bryant
Councillor Bob Adams

Councillor Mrs. Linda Neal - Chairman

Chief Executive (Beverly Agass)
Strategic Director Community & Environment (Tracey Blackwell)
Head of Finance/Deputy 151 Officer (Richard Wyles)
Head of Development & Growth (Paul Thomas)
Planning Policy & Partnerships Service Manager (Karen Sinclair)
Head of Legal & Democratic Services/Monitoring Officer (Lucy Youles)
Cabinet Support Officer (Lucy Bonshor)

CO6. MINUTES

The decisions from the meeting held on 7th April 2014 were confirmed as a correct record.

CO7. DISCLOSURE OF INTERESTS (IF ANY)

None disclosed.

CO8. REVISION TO LDS

Decision:

Cabinet approves the revised Local Development Scheme at appendix 1 to report PLA1051. This approval becomes effective from Wednesday 11th June 2014.

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Considerations/reasons for decision

- 1) Report PLA1051 from the Service Manager Planning Policy & Partnerships.
- 2) The Planning and Compulsory Purchase Act 2004 required each local authority to prepare and maintain a LDS to provide a clear timetable for the preparation of planning policy in their area.
- 3) Since the LDS was last revised both the Core Strategy and the SAP DPD had been adopted.
- 4) The legislative requirements to prepare compulsory DPDs, namely a Core Strategy and Site Specific Allocations supported by other optional documents, such as Area Action Plans had been removed and local authorities were able to be more flexible in the number of DPDs that they prepared.
- 5) The National Planning Policy Framework stated that the Governments preferred approach for each local planning authority was to prepare a single Local Plan for its area.
- 6) As the Core Strategy would need to be reviewed over the next few years it was felt prudent to move towards combining the existing and emerging DPDs into one Plan.
- 7) The South Kesteven Local Plan would contain strategic policies, land allocations and development management policies and would eventually replace the Core Strategy, SAP DPD and any remaining saved policies from the 1995 Local Plan (these now only relate to Grantham). Work that had been undertaken to prepare the Grantham Area Action Plan (GAAP) would be incorporated into the new South Kesteven Local Plan.
- 8) Comments made by Members at the meeting and answered by the Planning Policy & Partnerships Service Manager.
- 9) Comments made by the Leader welcoming the change that enabled Local Councils to have more freedom and flexibility locally.

DATE DECISION EFFECTIVE:

Decision CO9 as made on 2nd June 2014 can be implemented on Wednesday 11th June 2014, unless subject to call-in by the Scrutiny Committee Chairman or any five members of the Council from any political group.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,
Lincolnshire NG31 6PZ**

**Contact: Cabinet Support Officer - Lucy Bonshor Tel: 01476 40 60 80 extn 6120
e-mail: l.bonshor@southkesteven.gov.uk**

REPORT TO CABINET

REPORT OF: Property Development Manager

REPORT NO: PD019

DATE: 04 August 2014

TITLE:	Redevelopment of St Peters Hill, Grantham. Procurement and Budget allocation update.	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Frances Cartwright Grow the Economy and Economic Development Councillor Mike Taylor Strategic Resources - Well Run Council	
CONTACT OFFICER:	Neil Cucksey n.cucksey@southkesteven.gov.uk 01476 40 62 24	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Redevelopment of St Peter's Hill Grantham Cabinet- PD015, 03 February 2014.	

1. RECOMMENDATIONS

- 1) That Cabinet note the progress made on developing the scheme and changes made to the component parts of the scheme from those presented in report No PD015 and agree to progress the scheme on this basis within the capital costs highlighted.
- 2) That the Cabinet recommends to Council an allocation in the capital programme for this scheme of £4.9m from the £6.1M currently allocated to “Town Centre Projects – St Peters Hill Development” for the period 2014/15 – 2016/17.

2. PURPOSE OF THE REPORT

The report provides an update from the Cabinet report PD015 on the makeup of the components of the proposed scheme, the procurement route being progressed and allocation of capital towards the component parts of the scheme.

3. DETAILS OF REPORT

- 3.1 In order to potentially bring forward a Business Incubation Centre (BIC) in the town, in the absence of other identified and available sites, the previously reported scheme included provision for a BIC on two floors over the A3 restaurant space adjacent to the cinema.
- 3.2 In order to test the viability of a BIC on this site a leading consultancy in economic development assessment and research, were commissioned to undertake a feasibility study and develop business plan options for the BIC.
- 3.3 The study includes a comprehensive demand analysis examining current levels of enterprise activity, business start-up rates and confidence in the market. The study also includes consultations with stakeholders and agents, a review of current supply and identification of potential gaps in the market.
- 3.4 A modelling exercise was also undertaken to determine the viability of building a BIC as part of the St Peter’s Hill development and the optimum layout was investigated for the centre with associated operating costs and resulting economic impacts. Options were tested to examine the best financial and economic returns. Three options were presented.
- 3.5 A demand analysis was completed based on an assessment of data sourced from national statistics, a small office/ home office database, local demand/ enquiry data, a review of local strategies, plans and studies, consultations with stakeholders, and commuting data and population statistics.
- 3.6 The study evidenced a good level of companies being run from home, which indicates that there is potentially an excellent level of latent demand for good quality small office space (between 20 sq m and 100 sq m) in the district.
- 3.7 However, it is considered that the amount of available floor space in the St Peter’s Hill Cinema development is too small to create an efficient facility for a BIC to operate at anything near optimal. Whilst Option 3 presents the most realistic model for this location, it constrains the wider redevelopment of St Peters Hill in terms of complimentary uses for the creation of a cultural and leisure quarter for Grantham. The scheme is therefore considered marginal and alternative proposals should be investigated for the available space above the ground floor A3 units in the proposed development.

- 3.8 In order to compliment the enhanced Cinema offer and existing Guildhall Arts Centre a soft marketing exercise has been carried out to ascertain the likely level of interest from A3 (Restaurant) operators in locating new offers to Grantham in the space adjacent to the cinema.
- 3.9 The level of confirmed interest in the scheme has been strong. Taking only those operators that confirmed definite interest in having space in the scheme, there is currently more demand than available space on the ground floor. We have therefore looked to include approximately 4000 sq ft of A3 space on the first floor.
- 3.10 Typically first floor space for A3 use is less attractive to operators; however the concept of a food court with multi cuisine and live cooking areas sits well with a quality fast food offer for those seeking a quicker dining experience before or after a film. A reconfiguration of the space at first floor level will suit this use. Placing the entrance immediately adjacent to the Cinema entrance ensures footfall passes the entrance to the first floor A3 outlet.
- 3.11 The balance of the first floor, approx 5800 sq ft net, is allocated to office use. The space could be let as one unit or split into smaller units to meet some of the demand identified in the work carried out by Consultants, but without any business support or services.

4.0 Procurement route

- 4.1 The procurement route being progressed for the construction of the new Community Hall, Cinema, A3 units and public realm is via the East Midlands Property Alliance (EMPA) framework.
- 4.2 This framework has been used recently by the Council to deliver new housing and is an expedient and efficient way of procuring the works whilst having transparency and certainty of the cost model and programme early in the project.
- 4.3 The EMPA Framework also ensures a target spend through the local supply chain and typically 50% of site labour lives within 20 miles of the site and 80% within 40 miles.
- 4.4 The contractor has provided feasibility information in support of the project.
- 4.5 Following completion of the Feasibility Stage, the Council may, at its sole discretion, issue a Project Order to the Contractor to proceed to the Pre-Construction Stage. This will obviously be dependent upon the cost model and programme meeting expectations of financial viability and deliverability when fully tested.

5.0 Budget Allocation.

- 5.1 The cost plan from the EMPA framework contractor has indicated an overall project cost for the elements to be provided by the Council of circa £4,740,331. At this point the overall cost needs to be caveated in respect of the elements of fit out to be undertaken by the cinema operator. Whilst the framework contractor has met with the cinema operator there is still some work to do on the interface between the Cinema shell and fit out works.
- 5.2 The component parts of the scheme are costed as follows;

- Cinema £2,694,005.00
- Hall £254,800.00

- Public Realm £155,000.00

In addition the following cost elements have been identified and included in the overall project cost.

- Preliminaries
- Professional Fees
- Design and construction contingency & risk @ 6%
- Overheads and profit
- Materials and labour inflation costs @ 8%. This reflects the current trend in the market.

6.0 Conclusion

At this point the overall viability of the scheme is enhanced by removal of the cost associated with an additional floor to accommodate the BIC together with the increased income potential for A3 space on the first floor. There is some further opportunity to improve the overall financial return on the scheme. The levels of rent potential occupiers have identified they are prepared to pay for the A3 space is higher than previously modelled.

The recommendations are set out to support the amendments made to the scheme and progress on to the pre construction phase of the procurement route once design details for the planning application have been finalised.

7.0 OTHER OPTIONS CONSIDERED

The other options considered for procurement are;

- Design and build with contractors design via OJEU compliant procurement process.
- Traditional design package commissioned by SKDC and bill of quantities for contractors to competitively price via OJEU compliant procurement process.

The above options would add between 3 to 6 months to the overall timeline before construction commenced on site and have therefore been discounted at this stage.

8.0. RESOURCE IMPLICATIONS

External project management support has been appointed to move the project forward in line with the overall project programme.

9. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
A risk register has been developed as part of the project governance	
The framework contractor has provided a construction phase risk register.	

10. ISSUES ARISING FROM IMPACT ANALYSIS

None applicable

11. CRIME AND DISORDER IMPLICATIONS

An initial response has been received from the Police Crime Prevention section which is generally favourable to the scheme and suggests some improvements to be considered as part of the design iteration.

12. COMMENTS OF FINANCIAL SERVICES

The General Fund capital programme includes an allocation for 'Town Centre Projects – St Peters Hill Development' for £6.1M for the period 2014/15 – 2016/17. This report proposes a reduction to this allocation which will result in a corresponding reduction in the financing arrangements underpinning the original allocation.

13. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

The delivery of the proposed building works can be achieved through a framework agreement in accordance with the Council's Contract and Procurement Procedure Rules.

The recommendation to Council is required because the decision proposed is not wholly in accordance with the budget approved at full Council on the 3rd March 2014.

14. COMMENTS OF OTHER RELEVANT SERVICES

None Applicable

15. APPENDICES:

None Applicable

REPORT TO CABINET

REPORT OF: Deployment Manager

REPORT NO: DM001

DATE: 4th August 2014

TITLE:	ICT Investment Decisions	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Paul Carpenter Governance and Communication Cllr Mike Taylor Strategic Resources and Well Run Council	
CONTACT OFFICER:	L Sirdifield (01476) 40 65 24 l.sirdifield@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: No
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk , with the exception of appendix 1 which is exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 as amended.	
BACKGROUND PAPERS		

1. RECOMMENDATIONS

1.1 It is recommended that :

- a) Cabinet approve the procurement of the customer relationship, document management, website and intranet systems as detailed in the report.
- b) The decision to award subsequent contracts following the completion of procurement processes be delegated to the Portfolio Holder for Governance and Communication.

2. PURPOSE OF THE REPORT

- 2.1 The report details the investment required in a range of contact and communication systems to deliver Customer Access Strategy ambitions and become a more flexible organisation.
- 2.2 The report also details the financial savings that can be achieved through the replacement and standardisation of existing systems and how this will provide a platform to deliver an enhanced and more sustainable customer offer across the wide range of services delivered by the Council.

3. DETAILS OF REPORT

- 3.1 South Kesteven District Council faces a significant shortfall in funding over the coming years. The Council's Revenue Support Grant has dropped by 31% over the last three years and that reduction is set to be 48% by 2016/17. The Council is also seeing increasing demand and expectations from both general public and business customers. Customers expect much more flexibility and increasingly want to access services at a time and place that is convenient to them.
- 3.2 This report details the way in which service provision can be improved online whilst providing the opportunity to reduce costs and maintain face to face and telephone services for those who need them and particularly our more vulnerable customers or those who cannot access the internet. The proposals detailed within the report were considered and supported by Engagement PDG on 17 July 2014.

Customer relationship management

- 3.2 The Council currently manages some of its interactions through a Customer Relationship Management system (CRM) which requires replacement to offer the widest possible range of services and effectively integrate with back office systems.
- 3.3 The introduction of a new CRM would enable the authority to have a single view of its customers and would facilitate an increase in transactions that can be completed online to deliver an integrated process. It would provide both customers and employees with access to the information they need from any location.

- 3.4 Once fully implemented effective channel shift will enable operating costs to be reduced by an estimated £200,000-£350,000 per annum.

Website

- 3.5 Evidence from our citizen's panel confirms that customer demand is shifting towards web-based channels. There is a need for a much improved website offer to encourage and support customers to transact online. Using our existing website platform, the introduction of new design templates would considerably improve their experience, ensuring the desired savings. Face to face and telephone services will remain available in addition to a substantially enhanced website offer.
- 3.6 By reusing the new website designs we can also update our intranet solution and make sure that important information is available to our employees wherever they may be based. This avoids the significant cost of introducing a separate intranet solution and continues to simplify our ICT estate. Further information can be found in appendix 1.

Document Management and Workflow

- 3.7 The electronic management of documents is a tool which, when fully deployed will reduce our space requirements, ongoing support charges and enable customers and employees to securely access their documents online. A uniform approach would promote flexible working and standardise working practices.
- 3.8 This type of system will provide the authority with a high degree of flexibility in terms of speed of access to information, our use of buildings and the way we work with our customers. Reducing the footprint occupied by internal services will provide an opportunity to generate rental income and reduce ongoing running costs.

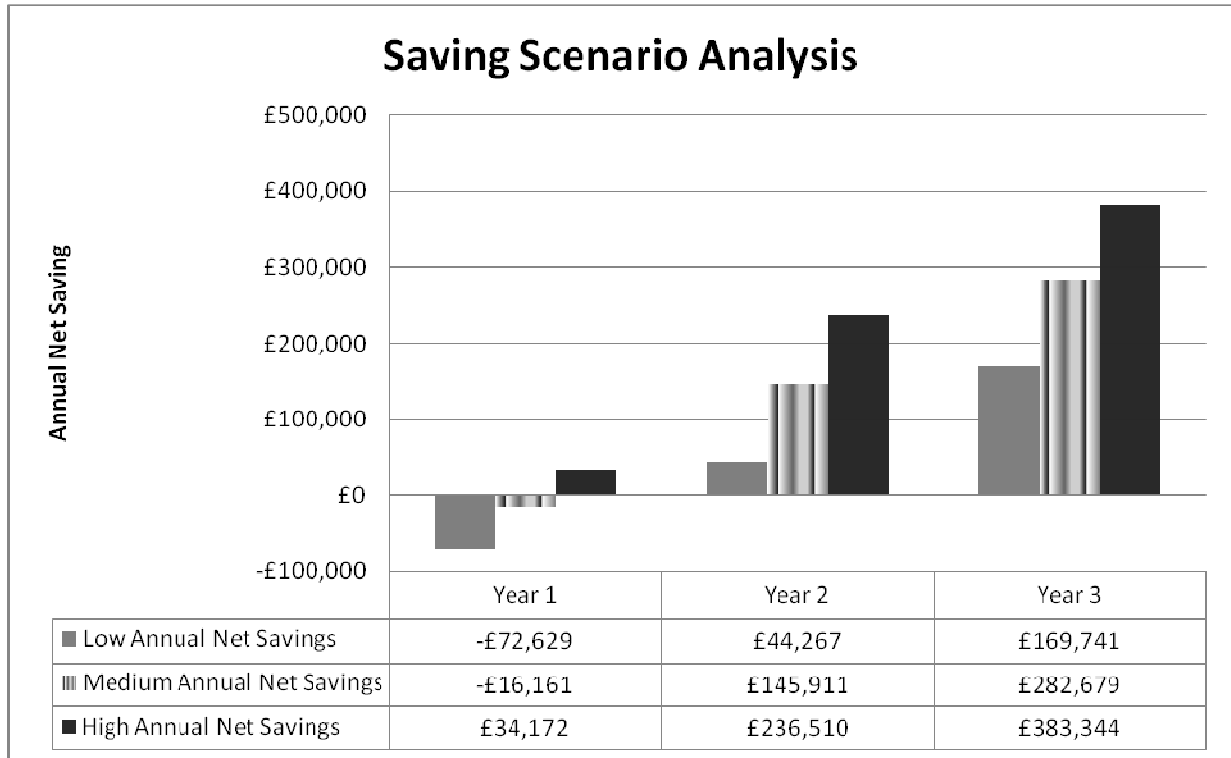
Implementation

- 3.9 Specialist resource will be required to implement the project. Some of this can be sourced internally, rather than from the supplier, reducing the project costs. The Council has set aside Housing Revenue Account and General Fund resources to support the transformation and improvement of services which it is proposed should be used to fund this investment.

Cost and return on investment

- 3.10 Market research has been completed to establish the likely cost of procuring a CRM, DMS and enhanced website. This is detailed in appendix 1.
- 3.12 The return on investment will be made over a three year period, but this is dependent on the level of channel shift achieved. Chart 1 shows how savings could be achieved based on a costed model developed on the experience of other local authorities:

Chart 1: Channel shift savings



3.13 The priority areas for self-service online are :

- Revenues and benefits
- Repairs
- Housing register
- Waste & recycling
- Building control and planning

4. OTHER OPTIONS CONSIDERED

4.1 The authority could remain as it is, utilising existing technologies and delivering services via the existing website, telephone and in a face to face environment. Savings could be generated through vacancy management however this would not provide opportunities to enhance the Council's service offer to people who have the ability and expectation to be able to transact in a place and at times which are convenient to them.

4.2 A further option available to the organisation is to invest in a CRM and website only. This would see the Council investing in a replacement CRM solution, but not rationalising its ICT systems and hardware in relation to document management or improving the quality of its website. This option would improve access to services online however the opportunity to generate the full benefits of a flexible workforce and a reduced property footprint would not be available.

5. RESOURCE IMPLICATIONS

- 5.1 The implementation of the systems detailed above will require dedicated resources to be allocated to the project through a combination of internal resources and supplier based expertise. The allocation of internal resource in existing ICT and service areas will help to reduce implementation costs. The full cost of the internal resource is difficult to quantify at this stage. The procurement exercise will provide further clarity on this and the implications will be included in subsequent decision reports.
- 5.2 Resource requirements will be clearly mapped out and agreed with the supplier and appropriate service areas as part of our planning and implementation phase.

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
<u>Social</u> Community Impact	A failure to adopt the recommendations will impact on our communities. We will not be able to effectively manage ongoing demand or meet the rising expectations of our customers without incurring additional costs.
<u>Economic</u> Expenditure requirements	Significant investment is required and there is a risk that integration costs could increase . Costs and resource implications will be covered in detail through the procurement process and closely monitored.
<u>Technological / contractual</u> Software delivering expected outcomces	Detailed analysis of the market place has been undertaken and the procurement exercise will ensure that the chosen solution is able to deliver the specified outcomes.
<u>Physical</u> Availability and capacity of internal resources	Resource requirements will be mapped out and agreed for each stage of deployment.
<u>Physical</u> Paper data storage	Paper based data systems are vulnerable to loss or damage. The introduction of comprehensive electronic document management solutions enables the risks associated with data loss to be substantially reduced.
<u>Legislative</u> DPA, FOI etc	The new solutions will ensure that our data is held securely and complies with the requirements of DPA. The solutions will enhance our

	ability to respond to FOI requests as a result of the authority gaining a single customer view.
<u>Reputational</u> Customer engagement and quality of service provision	Consultation with the citizens panel has confirmed that our customers want to access services online. Evidence from our green bin renewal process supports this further.
<u>Political and sustainability</u> Delivery of priorities	The solutions proposed in this report will enable a more flexible approach to service delivery and enable customers to take more ownership of interactions, providing a more transparent process.

7. ISSUES ARISING FROM IMPACT ANALYSIS

N/A

8. CRIME AND DISORDER IMPLICATIONS

N/A

9. COMMENTS OF FINANCIAL SERVICES

At its Budget meeting in March 2014 the Council created a Transformation Reserve in order to invest in the modernising of its business operating model including supporting the development of web based services for those customers that prefer to conduct their business in that manner. This is not only convenient for those customers it is the most cost effective way of delivery services. The potential savings provided in the report are based on a number of assumptions including the level of process automation, the number of customers using the services and the reduction in operating costs as a consequence of the channel shift that could be introduced.

If the investment is approved then further detailed work will be undertaken to allocate costs appropriately between the HRA and General Fund and determine the level of financial return and the anticipated time period for delivering the savings. It is suggested that some of the implementation costs of these products could be sourced from internal resources although some back filling arrangements may need to be introduced.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 If no framework solution exists for the procurement of the document management system and CRM, it would appear that an OJEU tender process will be required. Whilst the tender exercise carried out in 2009 provides valuable information, other providers may be available to provide compatible solutions at better value. The document management system

deployed should be considered for all service areas to avoid piece-meal provision throughout the organisation.

- 10.2 In relation to the intranet/website procurement, the award procedures for contracts valued at under and over £25,000 are similar with both requiring 3 written quotes. Contracts over £25,000 require a written specification.
- 10.3 Access to and use of the information held on any CRM and document management systems will have to be carefully implemented and managed to ensure that data protection requirements are maintained.

11. COMMENTS OF OTHER RELEVANT SERVICES

12. APPENDICES:

Appendix 1: Financial information

This Appendix is exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it contains information relating to the financial and business affairs

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

REPORT TO CABINET

REPORT OF: Planning Policy & Partnerships Service Manager

REPORT NO: PLA 1063

DATE: 4th August 2014

TITLE:	Revision to Statement of Community Involvement	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Frances Cartwright Grow the Economy, Economic Development Portfolio Holder	
CONTACT OFFICER:	Karen Sinclair, Planning Policy & Partnerships Service Manager 01476 406080 ext 6438 k.sinclair@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity	Yes	No
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Statement of Community Involvement 2006 http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=1969&p=0	

1. RECOMMENDATION

- 1.1 That the Cabinet approves the draft Statement of Community Involvement for the purposes of public consultation.

2. PURPOSE OF THE REPORT

- 2.1 To seek Cabinet approval of the draft Statement of Community Involvement (SCI) and for it to be published for public consultation prior to adoption.

3. DETAILS OF REPORT

- 3.1 The SCI sets out how the Council intends to seek the views of different sectors of the community during the preparation of planning policy documents and when planning applications are received.

- 3.2 The current SCI was adopted in 2006. Since then there have been significant changes to the planning system, particularly in plan making. The SCI, therefore, needs to be reviewed and updated not only to reflect the most up to date legislation and regulation changes but the lessons learnt from several years experience of using it.
- 3.3 As part of revising the SCI, in October 2013 consultation was undertaken with all Parish and Town Councils and a sample of customers who had either commented on or been notified of a planning application or planning policy document. The purpose of this was to help establish what was felt to currently work well when consulting on planning applications or policy documents and what needed to be improved. An overall response rate to the consultation of 27% was achieved.
- 3.4 The majority of respondents were generally satisfied with the way in which they were able to engage with the Council on planning matters, although a number suggested ways in which they thought these could be improved. These included: more people being notified of planning applications by letter; website improvements; more effective use of Parish Councils; holding Planning Committee meetings in the evening.
- 3.5 The findings of this consultation were reported to the Communities Policy Development Group (PDG) in January 2014. The PDG supported the use of electronic communication and social media and that greater use should be made of notice boards in local communities to publicise planning matters and that Parish/Town Councils should be encouraged to share information on planning matters more widely within their communities. The main concern of the PDG was that the period for commenting on amendments to planning applications was too short and should be extended.
- 3.6 The approach to consulting and engaging on planning matters needs to strike a balance between being accessible in engaging on planning issues, being efficient in the use of resources and officer time to enable this and allowing decisions to be made in a timely manner.
- 3.7 Although many of the principles and approaches set out in the original SCI remain, the following changes have been made to the revised SCI in order to update the document and ensure the Council's approach to consultation is robust:
- The details around plan making have been updated to refer to the new Local Plan
 - Increased importance has been placed on the need for the Council to be more efficient resource and time wise with regard to the type and methods of consultation undertaken
 - The process by which we will consult on both planning policy documents and planning applications has been updated to reflect the changes in planning legislation and guidance
 - The consultation techniques listed have been updated to reflect changes in technology, such as recent growth in social media
 - Any out of date references, such as consultees that no longer exist or documents that have been revised, have been updated.

- 3.8 Under previous planning regulations the SCI was required to undergo independent examination. This requirement has now been removed and the SCI can be approved and brought into effect more easily by a resolution of Cabinet. Whilst the content and process for preparing a SCI is no longer prescribed by regulation, it is considered good practice to hold a period of public consultation on a draft SCI prior to consideration of representations and subsequent adoption by Cabinet.
- 3.9 Subject to the decision on the report recommendation it would be the intention to commence the public consultation on the draft SCI on the 22nd August 2014 for a period of six weeks. Subject to the number and nature of any representations received, it is anticipated that the representations, together with an officer response to them, will be reported to Cabinet in November 2014 at which time Cabinet will be requested to adopt the revised SCI
- 3.10 A copy of the revised draft SCI is attached as Appendix 1.

4. OTHER OPTIONS CONSIDERED

- 4.1 To not review and update the SCI and continue to use the existing document. However, the existing SCI does not reflect current requirements set out in legislation or regulations.

5. RESOURCE IMPLICATIONS

- 5.1 Consultation costs on the draft SCI can be met from within existing Local Plan resources. The revised SCI offers the potential for financial savings by reducing the obligation to place public notices in the local press to advertise certain types of application or to routinely supply printed copies of all planning applications to Parish/Town Councils.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and no specific high risks have been identified.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 A Stage 1 Equality Analysis has been completed (Appendix 2) and has not identified any potential for discrimination. However, following consultation on the draft SCI the analysis will be reviewed to take account of any relevant comments that may be made.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 None arising out of this report.

9. COMMENTS OF FINANCIAL SERVICES

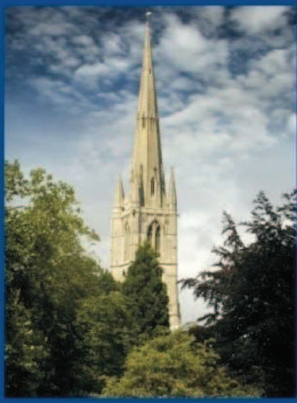
- 9.1 The costs associated with the SCI will be met from in-year budgets and will be incorporated into future service budgets as appropriate.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 In accordance with the Planning and Compulsory Purchase Act 2004 (as amended), the Council have a statutory duty to prepare a SCI.
- 10.2 The involvement of the public in preparing planning documents and the consideration of planning applications must follow the approach set out in the SCI.
- 10.3 Under the Planning and Compulsory Purchase Act 2004 S 20(5)(a) an Inspector is charged with checking that a Local Plan submitted for adoption has complied with legislation. This includes checking that the plan has been prepared in compliance with the SCI. Without passing this legal test the Council would not be able to demonstrate to an Inspector that the Local Plan is legally compliant and therefore could not be found sound at examination.

11. APPENDICES:

- 11.1 Appendix 1: Draft SCI
Appendix 2: Stage 1 Equality Analysis



Local Plan for South Kesteven

Draft Statement of Community Involvement

August 2014



South Kesteven District Council

STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS

Draft Statement of Community Involvement 2014

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1 Introduction

1.1 What is a Statement of Community Involvement

1.1.1 The purpose of the Statement of Community Involvement (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.

1.1.2 The SCI outlines how organisations and individuals can be involved in the plan making process and 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.

1.1.3 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.

1.1.4 The SCI contains:

- Background information to provide context for the SCI
- 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 application

1.2 Legal Requirements and Duty to Co-operate

1.2.1 Local Planning Authorities (LPAs) including South Kesteven District Council are required to produce a SCI under section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.

1.2.2 The minimum requirements for consultation on planning policy documents and planning applications are set out in the The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations) in the case of planning policy documents and the Town and Country Planning (Development Management Procedure) Order (DMPO) for planning applications.

1.2.3 Once the SCI is adopted, the Council will need to follow the procedures for consultation and engagement set out in the document.

1.2.4 When examining Development Plan Documents that have been produced by the Council, independent Inspectors appointed by the Secretary of State will test whether the plan is sound and whether it has met a number of legal and procedural tests. One of these tests is whether the plan has been prepared in accordance with the adopted SCI: failure to consult in accordance with the SCI would result in an unsound plan.

Duty to Co-operate

1.2.5 In addition to the legal requirements identified above, Section 110 of the Localism Act 2011 sets out a 'Duty to Co-operate'. It is a requirement that LPAs engage with neighbouring authorities and other statutory bodies to consider joint working arrangements on strategic planning matters. The Council is committed to meeting this duty and intends to work closely with neighbouring authorities and other partner organisations and stakeholders. See Appendix 1 for a list of the Duty to Co-operate bodies.

1.3 Why is a Review Needed

1.3.1 The Council adopted its first SCI in April 2006. A number of changes have taken place since then, with the introduction of the Localism Act (2011), revised planning regulations (2012), and the publication of the National Planning Policy Framework (NPPF, March 2012).

1.3.2 The SCI, therefore, needs to be revised and updated to reflect the latest legislative and regulatory requirements.

1.4 Links with the Consultation Strategy

1.4.1 The Council's current Consultation Strategy sets out the following commitments to ensure effective consultation:

- 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 consulted and that we 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 of how their views have impacted on decisions.
- We will make sure that we take action following consultation to improve service quality and provide value for money.

1.4.2 This SCI will apply the key principles of the Council's Consultation Strategy, whilst ensuring that national planning requirements are met. Further information regarding the Council's Consultation Strategy is available on our web site⁽¹⁾.

1 <http://www.southkesteven.gov.uk/index.aspx?articleid=5232>

2 Planning Policy Documents

2.1 South Kesteven Local Plan

2.1.1 The Local Plan is a framework for the location and design of development (such as homes, shops, offices) and for protecting the natural and built environment. 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.

2.1.2 The Local Plan for South Kesteven currently comprises the following adopted Development Plan Documents (DPDs):

- Core Strategy (2010)
- Site Allocation and Policies DPD (2014)

2.1.3 The Core Strategy sets out the overarching strategic planning framework for the District. This includes a Vision of the District to be achieved by 2026; and outlines how the District’s future residential, employment, retail and community needs will be met whilst protecting the District’s historic, environmental and community assets.

2.1.4 The Site Allocation and Policies DPD supports the delivery of the Core Strategy by allocating land for specific types of development. It also includes policies on issues such as scale and form to guide how sites are developed. It covers the whole of the District with the exception of Grantham.

2.1.5 DPDs are subject to examination by an Inspector appointed by the Secretary of State. In addition LPAs may also, where these can be clearly justified, prepare Supplementary Planning Documents (SPDs) to provide further guidance on adopted policies. SPDs are not subject to examination.

2.1.6 A project plan called the Local Development Scheme (LDS) sets out what strategic planning documents will be produced by the Council, and when any consultation periods are likely to take place. In June 2014, the Council agreed to start the preparation of a new Local Plan for the District. The timetable for this can be found in the current LDS on our web site⁽¹⁾.

2.2 Development Plan Documents - When Do We Consult?

2.2.1 The key stages for the preparation of DPDs are set out in the Local Planning Regulations. The following section provides a summary of the main stages a DPD has to go through. More detail on each of these stages in terms of how the Council will undertake consultation and engagement is provided in Appendix 2.

1 <http://www.southkesteven.gov.uk/index.aspx?articleid=1653>

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

2.2.2 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 process.

2.2.3 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 or policy area or more wide ranging, for example on a draft version of the Plan.

2.2.4 At this stage, a Sustainability Appraisal Report (SA) will also be prepared to help direct and influence the plan. The SA will identify and consider likely significant effects of the plan on social factors, the environment and the economy and 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 alongside the Local Plan.

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

2.2.5 After careful consideration of the representations received from the previous stage, the Council will produce the proposed submission Local Plan. This will be the final version of the Local Plan that the Council intends to submit for public examination.

2.2.6 The submission Local Plan will be published for a minimum of six weeks and representations invited against the 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.

Stage 3 – Submission of a Local Plan (Regulation 22)

2.2.7 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 received during the previous stages, including a summary of the main issues raised.

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

2.2.8 An Inspector, appointed by the Secretary of State, will examine the document and consider the issues raised in the representations made. Anyone who has made a representation will be informed of the examination process and may have the opportunity to be involved at examination hearings (this will be at the discretion of the Inspector).

2.2.9 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'.

2.2.10 The Inspector may invite the Council to make modifications to its Local Plan in order to make it sound. Further consultation is normally required in relation to these modifications. Consultation responses at this stage are considered by the Inspector and not the Council.

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

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

2.2.12 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.

2.3 Supplementary Planning Documents - When Do We Consult?

2.3.1 Supplementary Planning Documents (SPDs) expand on the policies set out within adopted DPDs. They provide further planning guidance rather than policy. They are therefore only viewed as a material consideration within the planning decision making process. They are not subject to independent examination, and have fewer required stages in their production.

2.3.2 The key stages for the preparation of SPDs are set out in the Local Planning Regulations. The following section provides a summary of the main stages which a SPD has to go through. More detail on each of these stages is provided in Appendix 3.

Stage 1 – Public participation (Regulation 12 & 13)

2.3.3 During the preparation of the SPD the Council will undertake informal engagement with relevant stakeholders and the public. The SPD will then be published and formal representations invited. This will be for a minimum of 4 weeks.

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

2.3.4 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.

2.3.5 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).

2.4 Who Do We Consult

2.4.1 Depending on the type of planning document being prepared there are a number of bodies that the Council is required to consult and invite to comment.

2.4.2 The Local Planning Regulations set out the requirements for who must be consulted at defined key stages of plan production. These are known as the ‘specific consultation bodies’ and are listed in Appendix 1.

2.4.3 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 listed in Appendix 1.

2.4.4 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.

2.4.5 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 a Local Plan. Some of the identified 'hard to reach' groups are listed in Appendix 1.

2.4.6 The Council maintains an address database of individuals, groups and other interests wishing to be informed when documents are published. The database is updated regularly and any individual or organisation can be added to the database at any time by contacting the planning policy team with their details or by registering at: <http://southkesteven-consult.limehouse.co.uk/portal>.

2.5 How Do We Consult

2.5.1 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. The type of consultation method to be used will vary depending on the stage of production.

2.5.2 The minimum legal requirements concerning how the a LPA must consult on Local Plans are set out in the Local Planning Regulations. These require the LPA to inform certain consultation bodies of each of the consultation stages and to make documents available at defined locations. These locations are the Council's principal offices in Grantham and its area offices, local libraries and on the Council's website.

2.5.3 The Local Planning Regulations allow for documents and notices to be sent by electronic communication. Paper copies of documents will be made available for inspection in the locations identified above. However, use of electronic communication is an efficient and quick way of circulating information. Where groups and individuals have provided an email address, information will normally be sent electronically.

2.5.4 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 consultee groups which they would be appropriate for.

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

Method	Benefit	Main groups to be consulted (lists not exhaustive)
Make documents and supporting information available at Council offices and public libraries for inspection	Consultation documents and information are available free of charge in a variety of locations during opening hours	General public (including hard to reach groups)
Make documents, supporting information and electronic methods of responding available on the Council's website	Information is easily accessible from people's own homes and businesses, 24 hours a day Comments can be submitted to the Council quickly, at any time and with no cost	Anyone with suitable internet access
Drop in sessions	Publicises information in a user friendly way, in a variety of locations Provides an opportunity for individuals to raise and discuss issues directly with Council staff	General public (including hard to reach groups)
Information in the Council's newsletter	Information is circulated to all households in the District using an existing communication channel	All residents within the District
Press releases to local newspapers and/or local radio	Provides information to the local community	General public, local businesses and community/voluntary groups
Distribute information to Town and Parish Councils/Meetings to be displayed on village notice boards	Allows information to be displayed in public locations locally and also provides an opportunity for representatives of Town and Parish Councils/Meetings to raise and discuss issues	Town & Parish Councils and local residents/businesses
Stakeholder groups	Provides an opportunity for selected stakeholders to raise and discuss issues directly	Dependent on the group(s) selected

Method	Benefit	Main groups to be consulted (lists not exhaustive)
Dovetailing as an agenda item on another meeting	Uses existing bodies representing a wide range of community groups and stakeholders	Dependent on the meeting selected
Letters and e-mails to contacts on address database	Formal means of communication which ensures information has been received	Specific and general consultees and anyone else with interest in plan making

2.6 Neighbourhood Planning

2.6.1 The Localism Act 2011 introduced a new right for local communities to draw up a neighbourhood plan for their local area. These plans can be very simple and concise, or go into more detail. Preparation of a Neighbourhood Plan should be led by a Parish Council or a Neighbourhood Forum in non-parished areas.

2.6.2 The level of detail and scope of the plan is for the Parish Council or Neighbourhood Forum to decide. They can allocate land for development and include policies to control development. Any proposed plan would, however, have to be in conformity with the strategic objectives and policies of the South Kesteven Local Plan (Core Strategy).

2.6.3 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.

2.6.4 Although the Council is not responsible for the drafting of the plan, it is responsible for publicising and consulting upon any application to designate a Neighbourhood Plan Area. It will do this primarily by using the Council's web site but will also notify by letter or e-mail adjoining local authorities.

2.6.5 The Council is also required to publicise and consult upon a Neighbourhood Plan once submitted.

2.6.6 Further information on how the Council will support neighbourhood plans is available on the Council's web site⁽²⁾.

2 www.southkesteven.gov.uk/index.aspx?articleid=4551

3 Planning Applications

3.0.1 The Council is required to consult various organisations and bodies and is advised to consult others depending on the type of planning application as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended).

3.0.2 The Council deals with some 2,000 planning applications each year. The nature of planning applications submitted is wide ranging from householder and minor applications to large scale mixed use proposals including new housing, employment, retail and other developments. The nature, scale and type of planning application will determine how the Council will engage with the community.

3.0.3 There are several types of application submitted to the Council, these include:

- Planning applications
- Lawful Development Certificates
- Listed Building
- Conservation Area
- Advertisement consent

3.0.4 Some applications require special (or additional) publicity requirements due to their particular characteristics. These include, for example:

- Applications which are a departure from the Local Plan
- Applications which propose more than 1,000 square metres of floor space
- Applications which are accompanied by an Environmental Statement
- Applications for Listed Buildings, Scheduled Monuments and certain works that materially affect the character of Conservation Areas.

3.1 Pre-Application Advice and Consultation

3.1.1 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.

3.1.2 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 site⁽¹⁾.

Pre-Application Consultation by Developers

3.1.3 For major applications the Council would strongly encourage applicants, not already required to do so by law, to carry out their own pre-application consultation. 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 but it 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.

3.1.4 There should be the opportunity for consultees to make comments on the proposal, allowing key issues to be addressed prior to any planning application being submitted.

3.2 Notification of Planning Applications

3.2.1 The weekly list of planning applications received by the Planning Department is available on the Council web site⁽²⁾.

3.2.2 A weekly list of applications received is also sent, each week, to the Grantham Journal and the Stamford Mercury and some applications, at the editors discretion, are publicised in local newspapers. Copies of the weekly list are sent to the area offices at Stamford, Bourne and Market Deeping. Councillors receive these lists via email. Upon request, interest groups can also receive these lists free of charge.

3.2.3 All Parish and Town Councils will receive copies of planning applications for major developments⁽³⁾ within their administrative areas. Other applications can viewed on the Council website.

3.2.4 Occupiers of premises most likely to be affected by a proposal are notified individually by letter that an application has been received, invited to inspect the application and make any written observations within 21 days. If a neighbour 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. Copies of plans are available to others at a charge.

3.2.5 The extent of neighbour notification is at the discretion of the case officer (especially in rural areas). In practice, this normally means properties bordering an application site or which the case officer assesses to be most affected by a proposal will receive individual notification of that application.

3.2.6 Any applications for external works to Listed Buildings will be advertised in the press. In addition, a site notice will be erected and individual neighbour notification letters sent out.

1 www.southkesteven.gov.uk/index.aspx?articleid=6023

2 <http://www.southkesteven.gov.uk/index.aspx?articleid=2254&Listing=recieved>

3 10 or more dwellings, 1,000 sq m of floorspace or 0.5 hectares site area

3.2.7 For all applications within conservation areas and major applications, a site notice will be displayed close to the site. For other types of minor applications the display of a site notice is at the discretion of the case officer.

3.2.8 Details of all applications received are available to view on the Council's web site⁽⁴⁾.

3.2.9 Appendix 4 sets out publicity to be given for planning applications.

3.3 Commenting on Planning Applications

3.3.1 Comments on applications can be made via the Council's website or in writing direct to the Council. Copies of comments, including personal details of the author of those comments, will be made available for public inspection and to third parties and cannot be treated as confidential.

3.3.2 The Council will take into account all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations. The Council can only consider objections or comments which raise relevant planning issues, for example loss of light or the effect a proposal might have on the character and appearance of the surrounding area.

3.3.3 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

Source: RTPI Planning Aid

3.3.4 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.

4 <http://www.southkesteven.gov.uk/index.aspx?articleid=1640>

3.3.5 In a number of cases, proposals will generate much public interest and letters of objection. Often planning officers will 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) but not the number of objections received.

Re-notification

3.3.6 Only amendments that constitute a significant change that affects individual property occupiers and interests (such as re-routing of roads in residential developments or amending the scale or siting of extensions or building closer to neighbouring properties) will be re-notified. In these cases the Council will re-consult the Parish Council, relevant statutory consultees and neighbours who have submitted written representations to the original application. Comments in response to re-consultations should be made within 7 days.

3.3.7 For listed building applications, or applications within conservation areas, significant amendments will be re-advertised.

3.4 Determination of Planning Applications

3.4.1 The majority of planning applications are determined by planning officers under delegated powers. However, some applications such as those which are larger scale, strategic or controversial in nature are determined by the Council's Development Control Committee where it is deemed to be in the public interest to do so.

3.4.2 The Council's Constitution enables elected Members to ask for applications to be referred to the Development Control Committee. Any request must be based on planning grounds and exercised within 3 weeks of the date of the receipt of the application. The request must also be agreed by the Authorised Officer.

3.4.3 Meetings of the Council's Development Control Committee are held approximately every 3 weeks. The Committee agenda is available to view on the Council's web site⁽⁵⁾ and is published one week prior to the Committee meeting.

3.4.4 Applicants and any other persons who have made representations on an application to be heard by Committee will be notified by letter. The Council's policy on public speaking at the Development Control Committee is available on the web site⁽⁶⁾.

Role of Elected Members

3.4.5 One of the key purposes of the planning system is to control 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.

5 <http://www.southkesteven.gov.uk/index.aspx?articleid=5840>

6 <http://www.southkesteven.gov.uk/index.aspx?articleid=2500>

3.4.6 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. However, elected Members must restrict themselves to giving procedural advice, including suggesting to 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.

Notification of Decision on Planning Applications

3.4.7 A letter is sent to any persons who submitted representations, advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). The decision, if taken at Committee, is also publicised in the committee minutes on the Council's website. Decisions on applications can also be viewed on the Council's website.

3.5 Planning Appeals

3.5.1 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.

3.5.2 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. If they have already submitted comments, their letters will be copied and sent to the Planning Inspectorate (PINS).

3.5.3 Appeals decided by public inquiry will be publicised in the press (indicating the date, time and location) and a site notice will be erected.

3.5.4 The Planning Inspector will consider the evidence and decide whether to allow or dismiss the appeal. PINS will inform the Council and interested parties of the outcome. This decision is binding on the Council (although it can be challenged on a point of law in the High Court).

3.6 Prior Approval Notifications

3.6.1 Some developments are subject to a system of prior approval of details, which fall half way between full planning control and permitted development. These proposals include telecommunications equipment, agricultural buildings and (between May 2013 and 30 May 2016) some changes of use and extensions to residential properties. Prior approval means that proposed development is 'in principle' permitted development.

3.6.2 The Council can consider whether prior approval of certain details is required in advance of a formal decision being issued. There is a fixed 28 day timescale for agricultural buildings, a 56 day timescale for telecommunications masts and 42 days for extensions to residential properties and change of use applications. If no information is requested by the Council within these timescales, the application is approved.

3.6.3 For certain types of prior approval applications, such as extensions to residential properties, the Council will notify the occupiers of neighbouring properties and allow them to submit comments.

3.7 Works to Protected Trees

3.7.1 Some trees are protected by Tree Preservation Orders (TPOs). Where trees are covered by TPOs, any works to them require statutory notification. 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.

3.7.2 District Councillors and Parish Councils will be informed if major tree surgery is to be undertaken. Neighbours will be notified of applications at the discretion of the case officer.

3.7.3 Following a decision, a copy of the decision notice will be sent to the applicant. Letters will also be sent to those who made a representation on the application informing them of the decision.

3.7.4 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).

3.8 Hedgerow Removal Applications

3.8.1 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.

3.8.2 Consultation letters will be sent out to all relevant statutory bodies in addition to the Parish Council.

3.9 Enforcement

3.9.1 Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially, where requested. There is no consultation with the public on enforcement cases. Often cases are resolved by the submission of a planning application which is then publicised in the normal way.

3.9.2 Further information on enforcement is available on the Council's web site⁽⁷⁾.

7 <http://www.southkesteven.gov.uk/index.aspx?articleid=6029>

Appendix 1: Consultation Bodies

Duty to Co-operate

The Duty to Co-operate bodies (relevant to South Kesteven District) are:

- Environment Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- South West Lincolnshire Clinical Commissioning Group
- Office of Rail Regulation
- Highways Agency
- Lincolnshire County Council (as the Highway Authority)
- Greater Lincolnshire Local Enterprise Partnership (LEP)
- Greater Lincolnshire Nature Partnership

Specific Consultation Bodies

The specific consultation bodies (relevant to South Kesteven District) are:

- The Coal Authority
- Environment Agency*
- English Heritage*
- Natural England*
- Network Rail Infrastructure Ltd
- Highways Agency
- Any relevant local authority in or adjoining the District i.e. Parish, District/Unitary and County Councils
- Any relevant telecommunications companies
- South West Lincolnshire Clinical Commissioning Group
- Any relevant electricity, water and sewage providers
- Homes and Communities Agency

* the Council is required to consult with these bodies regarding the scope of Sustainability Appraisals

General Consultation Bodies

The general consultation bodies are:

- Voluntary bodies whose work benefits any part of the District
- Bodies which represent the interests of different racial, ethnic or national groups in the area
- Bodies which represent the interests of different religious groups in the area
- Bodies which represent the interests of disabled persons in the area
- Bodies which represent the interests of persons carrying out business in the area

Hard to Reach Groups

The following groups have been identified as the District's hard to reach groups. A number of these have local or national bodies which represent them and which are included in the Council's consultation database as general consultation bodies:

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

Appendix 2: Summary of Development Plan Document Preparation

Stage	Minimum consultation requirements	Additional consultation methods which may be used
Preparation of a local plan (Reg 18)	<p>To notify (via letter or email) and invite representations about the scope of the local plan from:</p> <ul style="list-style-type: none"> • specific consultation bodies; • general consultation bodies; and • residents or other persons carrying out business within the area where appropriate <p>Those considered to have an interest will be informed by email or letter regarding:</p> <ul style="list-style-type: none"> • the consultation period; and • how the plan can be viewed and commented on <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>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers • Drop in sessions • Stakeholder group meetings • Summary leaflets • Use of social media
Publication of a local plan (Reg 19) and Representations relating to a local plan (Reg 20)	<p>Make copies of the proposed submission document and supporting information available:</p> <ul style="list-style-type: none"> • at the Council's principle and area offices; • other places considered appropriate (i.e. local libraries); and • on the Council's website. <p>Make available a statement of the representations procedure which states:</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers • Drop in sessions • Stakeholder group meetings • Summary leaflets • Use of social media • Notice circulated to Town and Parish Councils and Meetings for public display

Stage	Minimum consultation requirements	Additional consultation methods which may be used
	<ul style="list-style-type: none"> • where the submission documents can be viewed; and • the period the documents will be made available for. <p>Set a statutory period of at least 6 weeks for any person to make a representation on the proposed local plan.</p> <p>All general and specific consultation bodies invited to make representations under Regulation 18 to be sent a copy of the statement of representation procedure and a notification that the submission document(s) are available for inspection.</p>	
<p>Submission of Plan to Secretary of State (Reg 22)</p>	<p>The plan and required accompanying documents to be sent in paper form and electronically to the Secretary of State.</p> <p>The plan and accompanying documents will be made available at the Council offices, libraries and published on the Council’s website.</p> <p>A statement will be placed on the Council’s website and made available at the Council offices and Libraries setting out where the plan and accompanying documents are available and the times at which they can be inspected.</p> <p>All those notified at the plan preparation and publication stages will be notified that the plan has been submitted and where it can be inspected. Anyone else who has specifically asked to be notified when the plan is submitted will also be contacted.</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers • Use of social media

Stage	Minimum consultation requirements	Additional consultation methods which may be used
Independent Examination (Reg 24)	<p>At least 6 weeks before the opening of the examination hearing any person who made a representation in accordance with Regulation 20 will be notified about the examination and given the opportunity to appear before and heard by the Independent Inspector</p> <p>A public notice to be placed on the Council's website and a hard copy placed on display in the Council's offices setting out the date, time and place where the hearing(s) will be held and the name of the Inspector appointed to carry out the examination</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers • Use of social media
Proposed modifications	<p>Modifications will be published on the website</p> <p>Notification of the publication will be made to all those who made representations on the Local Plan</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers
Publication of Inspector's recommendations (Reg 25)	<p>The Inspector's Report will be made available at the Council offices and published on the Council's website.</p> <p>Any persons who requested to be notified of the publication of the report will be informed that the recommendations are available.</p>	Not applicable
Adoption of a local plan (Reg 26)	<p>As soon as reasonably practicable after the Council adopts a plan, the plan and accompanying documents will be made available at the Council offices and Libraries and on the Council's website. Details of where the plan is available for inspection and the places and times will also be publicised.</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public notice in local newspapers • Use of social media

Stage	Minimum consultation requirements	Additional consultation methods which may be used
	A copy of the adoption statement will also be sent via letter or email to the Secretary of State and to anyone who has specifically asked to be notified.	

Appendix 3: Summary of Supplementary Planning Documents Preparation

Stage	Minimum consultation requirements	Additional consultation methods which may be used
<p>Public participation (Reg 12)</p> <p>and</p> <p>Representations on supplementary planning documents (Reg 13)</p>	<p>Specific consultees, general consultees and those considered to have an interest will be informed by email or letting regarding:</p> <ul style="list-style-type: none"> • the consultation period; and • how the document can be viewed. <p>The draft document will be made available at the Council offices, Libraries and published on the Council's website.</p> <p>There will be one formal consultation period during the preparation, normally with a minimum consultation period of 4 weeks.</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public Notice in local newspapers • Public meetings and/or exhibitions • Stakeholder group meetings • Summary leaflets • Use of social media
<p>Adoption of supplementary planning documents (Reg 14)</p>	<p>An adoption statement, together with the adopted SPD, will be made available at the Council offices, Libraries and published on the Council's website.</p> <p>A copy of the adoption statement will also be sent via letter or email to anyone who has specifically asked to be notified.</p>	<ul style="list-style-type: none"> • Press release to local newspapers • Public Notice in local newspapers • Use of social media

Appendix 4: Publicity for Planning Applications

Nature of Development	Publicity/consultation	Regulations
For applications accompanied by an Environmental Impact Assessment	<ul style="list-style-type: none"> • Public Notice in local press • Site notice 	Town and Country Planning (Development Management Procedure) Order 2010 Article 13 (2) (a)
Proposals that depart from the Development Plan	<ul style="list-style-type: none"> • Public Notice in local press • Site notice 	DMPO 2010 Article 13 (2)(b)
Development affecting a Right of Way	<ul style="list-style-type: none"> • Public Notice in local press • Site notice 	DMPO 2010 Article 13 (2)(c)
Major Development <ul style="list-style-type: none"> • 10 or more dwellings or site area of 0.5 hectares or more • 1000 sq m or more of floorspace • Development carried out on a site having an area of 11 hectares or more 	<ul style="list-style-type: none"> • Public Notice in local press • Site notice • Notification to adjoining land owners or occupiers 	DMPO 2010 Article 13(4)
All other 'Planning Applications'	<ul style="list-style-type: none"> • Site Notice or <ul style="list-style-type: none"> • Notification to adjoining land owners or occupiers 	DMPO 2010 Article 13(5)
<ul style="list-style-type: none"> • Lawful Development Certificates • Non-material amendments • Discharge of conditions • Certificates of Appropriate Alternative Development • Hazardous Substances Consent 	None	N/a

Nature of Development	Publicity/consultation	Regulations
<ul style="list-style-type: none"> • Prior Notifications for Agricultural Works and Buildings • Demolitions • Railways 		
Prior Notification for Telecommunications	<ul style="list-style-type: none"> • Site Notice • Public Notice in local press only if it affects a public right of way, is contrary to the development plan or site exceeds 1 hectare • Notification to adjoining land owners or occupiers if site area exceeds 1 hectare 	Part 24 of the Town and Country Planning (General Permitted Development) Order 1995.
Major works to trees protected by Tree Preservation Order	<ul style="list-style-type: none"> • Notification to District Council Ward Members and Parish Councils 	n/a
Hedgerow Removal Notices	<ul style="list-style-type: none"> • Notification to Parish Councils and statutory bodies 	n/a
Listed Building Consent Application	<ul style="list-style-type: none"> • Public Notice in local press • Site notice unless works are wholly internal on a Grade 2 listed building 	Regulation 5 of the Listed Building Regulations.
Development affecting the setting of a listed building	<ul style="list-style-type: none"> • Public Notice in local press • Site notice 	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990
Development affecting the character or appearance of a Conservation Area	<ul style="list-style-type: none"> • Public Notice in local press • Site notice 	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Nature of Development	Publicity/consultation	Regulations
<p>Prior Approval for home extensions or relating to changes of use: from office to residential (Class J); from a range of uses to a state-funded school (Class K); and from an agricultural building to a “flexible use” (Class M).</p>	<ul style="list-style-type: none"> • Site Notice <p>or</p> <ul style="list-style-type: none"> • Notification to adjoining land owners or occupiers in relation to the changes of use 	<p>Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013</p>

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

Core Strategy – sets out the long-term spatial vision and spatial objectives for the district and strategic policies and proposals to deliver that vision

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 Enterprise Partnership - local partnerships between local authorities and businesses set up to determine local economic priorities and undertake activities to drive economic growth and the creation of local jobs. There is a Greater Lincolnshire Local Economic Partnership

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

LEP - Local Enterprise Partnership

LDS - Local Development Scheme

LPA - Local Planning Authority

NDP - Neighbourhood Development Plan

PINS - Planning Inspectorate

SA - Sustainability Appraisal

SCI - Statement of Community Involvement

SPD - Supplementary Planning Document

TPO - Tree Preservation Order



South Kesteven District Council

Equality Analysis (Stage 1)

Statement of Community Involvement

Service Area:	Lead officer: Karen Sinclair	Date of Meeting
Planning Policy & Partnerships	Assessors: Rachel Armstrong Karen Sinclair	17/07/14
	Neutral Assessor: Jo Toomey	

1. Name and description of policy/service/function/strategy

The Statement of Community Involvement (SCI) sets out how the community, businesses and others with an interest in the development of the District can engage with the planning system.

It outlines how organisations and individuals can be involved in the plan making process and 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.

Is this a new or existing policy?

Existing

2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups? Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why
Age	Positive impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, we will work within the framework provided by the Customer Access Strategy which provides a range of different means to enable customers to access the Council's services. The SCI makes specific provision for people who are unable to access planning information either by the internet or by visiting the Council's offices.
Disability	Positive impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, we will work within the framework provide by the Customer Access Strategy which provides for a range of different means to enable customers to access the Council's services. The SCI

		<p>makes specific provision for people who are unable to access planning information either by the internet or by visiting the Council's offices. The provision of information and means to respond to consultations can be made available in a variety of formats on request and appointments can be made with planning officers for customers who require additional support.</p>
Race	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, the Council provides access to interpreters, the alternative language functionality of the website and language line for instant translation. We can also provide hard copies of information, response forms etc. in alternative languages on request.</p>
Gender Reassignment	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
Religion or Belief	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
Sex	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
Sexual Orientation	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
Pregnancy and Maternity	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
Marriage and Civil Partnership	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>

Carers	Neutral impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. The SCI makes specific provision for people who are unable to access planning information by visiting the Council's offices. Extra provision can also be made if internet access is not available.
Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past) *(IMD = Indices of multiple deprivation)	Positive impact	The delivery and implementation of the SCI recognises certain hard to reach groups not identified above such as rural communities, those with poor literacy skills and those who may have poor internet accessibility. However, we will work within the framework provide by the Customer Access Strategy which provides a range of options for customers to access Council services and information. We recognise that people with literacy issues may need assistance and appointments can be made with planning officers for customers who require additional support. For those customers unable to access information online alternative access methods are available.
General comments	<p>The Statement of Community Involvement falls within the framework of the Council's Customer Access Strategy.</p> <p>The SCI recognises specific hard to reach groups and identifies methods of consultation to engage with them, for example focus and stakeholder group meetings, drop in sessions in locations across the District and proactive engagement with organisations representative of certain groups such as the National Federation of Gypsy Liaison Groups.</p> <p>Responding to planning consultations is not governed by any individual protected characteristic and responses can be made in a variety of formats.</p>	

3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

Prior to the preparation of the draft SCI Informal consultation was carried out with Town/Parish Councils and a sample of customers who had commented on or been

notified of either a planning application or planning policy document. The purpose of this was to help establish what was felt to currently work well when consulting on planning applications or policy documents and what needed to be improved.

The majority of respondents were generally satisfied with the way in which they were currently able to engage on planning matters, although a number suggested ways in which they thought these could be improved (some of which are not within the remit of the SCI). These included: more people being notified of planning applications by letter; website improvements; more effective use of Parish Councils; holding Planning Committee meetings in the evening.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

Wider public consultation will be undertaken on the draft SCI following approval of the document for this purpose by the Cabinet. This will include consultation with organisations that represent the protected characteristics and other community groups, including the Community Focus Forum.

4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken. This equality analysis will be refreshed following consultation on the draft document to take account of any feedback we receive.	<input checked="" type="checkbox"/>
<i>If you have checked option a) you will need to complete a Stage 3 analysis when your policy/service/function/strategy has been implemented</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

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b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer):
(Name and title)

Karen Sinclair
Planning Policy & Partnerships Service Manager

Date completed:

17/07/14

Signed (Neutral Assessor):
(Name and title)

Jo Toomey
Principal Democracy Officer

Date signed off:

21/07/14