

South Kesteven District Council

Draft Statement of Community Involvement

August 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

General Information

Title

Draft Statement of Community Involvement (2026)

Subject matter

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

Adoption

The Statement of Community Involvement (SCI) was formally adopted by South Kesteven District Council on the 12th of October 2021.

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Introduction

1. **Background**

- 1.1. The Council published its first Statement of Community Involvement (SCI) in April 2006. The Council's current Statement of Community Involvement (SCI) was approved in 2021.
- 1.2. Since the revision in 2021, there have been a number of legislative changes to the planning system, and this update reflects these changes and other evolving methods of consultation. It is also important to learn from previous experience around whether the means of engagement around plan making and in the consideration of planning applications remains effective. Since the 2021 review, the Coronavirus Act 2020 has been amended, with all temporary, non-devolved provisions now expired or repealed. In response to these legislative changes, the SCI has undergone a review to ensure continued compliance and relevance.

2. **What is a Statement of Community Involvement?**

- 2.1. The purpose of the SCI is to set out how the community, businesses and others with an interest in the development of the District can engage with the planning system. This includes the preparation and revision of Development Plan Documents (DPDs) (commonly referred to as Local Plans), preparation of Supplementary Plans (SPs) and any emerging guidance under the evolving planning system, as well as the procedures for consulting the public on planning, listed building and other applications.
- 2.2. The SCI outlines how organisations and individuals can be involved in the plan-making process and in the consideration of planning applications. It also sets out standards and arrangements as to how the Council will consult and report back to those engaged in the process.
- 2.3. Having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the Council. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process.
- 2.4. The SCI contains:

Background information to provide information on when, who and how we will consult when drafting planning documents.

Information on when, who and how we will consult on planning, listed building and other types of applications

The techniques available and likely to be used during consultation. However, it is important to retain a degree of flexibility so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best

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practice guidance, and to reflect that new methods of communication and engagement may become available over the life of the document.

3. Legal Requirements

- 3.1. Local Planning Authorities (LPAs) including South Kesteven District Council are required to produce a SCI under section 18 (Part 2)¹ of the Planning and Compulsory Purchase Act 2004.
- 3.2. The minimum requirements for consultation on planning policy documents are included within The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations)²
- 3.3. The minimum requirements for consultation on planning applications are included within The Town and Country Planning (Development Management Procedure)³ Order (DMPO) for planning applications.

4. Why is a Review Needed?

- 4.1. SCIs must be reviewed at least every five years from the date of adoption. Regular updates are essential to ensure the SCI remains current and continues to support effective community engagement throughout all stages of the planning process, reflecting any changes in consultation practices.
- 4.2. While there is no statutory duty to do so, the Council consulted on the draft Statement of Community Involvement on Friday 13th March until Friday 24th April 2026 to ensure inclusivity in the proposed engagement strategies within it.
- 4.3. Since publication of the SCI in 2021, there have been a number of changes to national policy and guidance, as well as amendments to the Coronavirus Act 2020.
- 4.4. A further significant national change is the new plan-making system, set out in the Town and Country Planning (Local Planning) England Regulations 2026 taking effect from the 25th March 2026.⁴ This change took effect during the SCI consultation period and this revised SCI required further updates to bring this in line with the latest requirements in the preparation of Local Plans and how consultation will be carried out.

5. General Principles of consultation.

- 5.1. The following have been identified as the core concepts of consultation, in which SKDC aims to achieve:
 - We will ensure that everyone who is being consulted is clear on what they are being consulted on

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

² <https://www.legislation.gov.uk/uksi/2017/1244/contents/made>

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

⁴ <https://www.legislation.gov.uk/uksi/2026/186/regulation/88/made>

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- We will ensure that as wide a range of people as possible are involved during consultation and do our utmost to target hard-to-reach groups
- We will ensure that a range of techniques and methods are available to fit the right consultation
- We will adopt a co-ordinated approach to consultation
- We will ensure that results are fed back, and people are informed as to how their views have impacted on decisions
- We will make sure that we take appropriate action following consultation to improve service quality
- We will apply these key principles whilst ensuring that national planning requirements are met.

6. Changes in consultation

- 6.1. To assist with a more efficient consideration of representations and provide feedback, it is likely artificial intelligence (AI) will be used in future to support planners by summarising responses to aid, but not replace, the existing system of taking comments into account.
- 6.2. The consultation arrangements described in this SCI may be amended where required by legislation, government guidance, or exceptional circumstances that affect the Council's ability to carry out consultation in the manner described.

Planning Policy Documents

7. South Kesteven Local Plan

- 7.1. The Local Plan (Development Plan Document) forms the framework for the location and principles of development (such as homes, shops, offices) and sets out how the natural and built environment will be protected. It is a "spatial" plan, because it deals with the location and layout of developments and activities and how these affect people and their environment.
- 7.2. The current Local Plan for South Kesteven⁵ was approved on the 30th of January 2020. The South Kesteven Local Plan sets out the vision, objectives, spatial strategy and policies for the future development of the district. It also identifies land and allocates sites for different types of development, such as housing and employment, to deliver the planned growth for South Kesteven 2036.
- 7.3. In the current adopted Local Plan, the Council is committed to an early review. The review policy (M1) requires the Council to commence document preparation for a new Local Plan from April onwards. Therefore, in line with policy M1, the Council has begun a review of the Local Plan for the District.

⁵ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/south-kesteven-local-plan>

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- 7.4. Under the 2026 plan-making system, Supplementary Planning Documents (SPDs) are replaced by Supplementary Plans (SPs), with no new SPDs permitted after 30 June 2026; existing SPDs will remain in force only until the adoption of the new-style Local Plan.

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

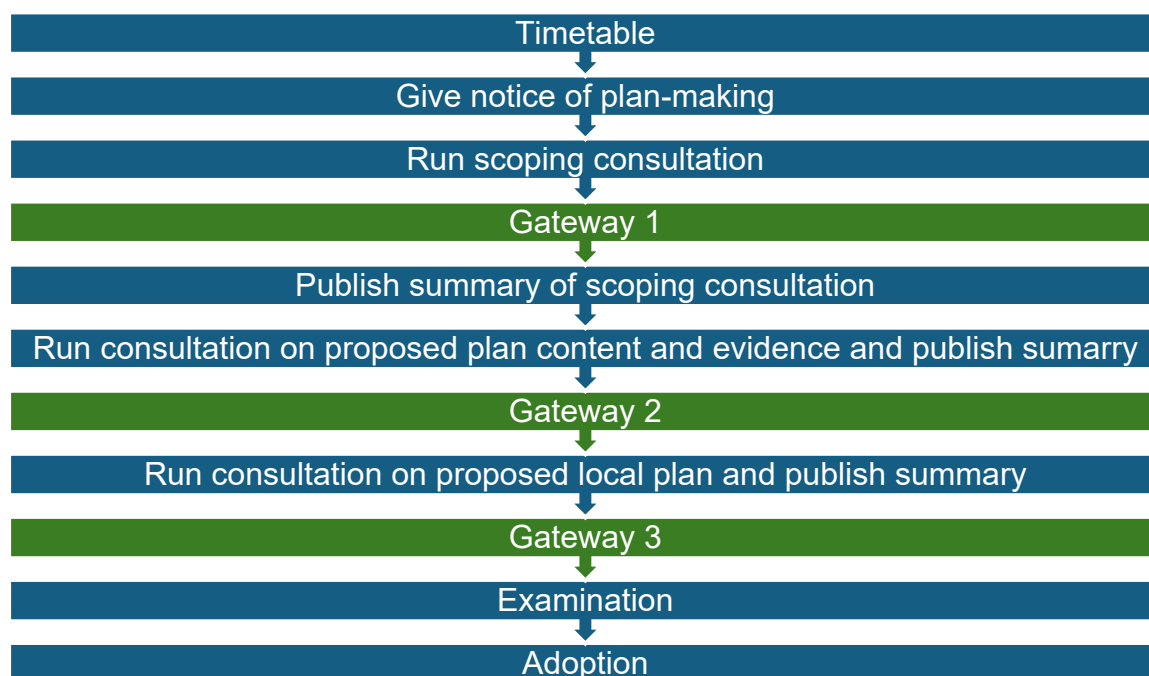
- 8.1. The key stages for the preparation of Local Plans under the new plan-making system are set out in the Town and Country Planning (Local Planning) (England) Regulations 2026 (as amended).

The plan-making system is undergoing significant reform through the Levelling-up and Regeneration Act 2023. This introduces a new style of Local Plan making, which will replace all legacy plans in due course.

The following section therefore provides a summary of the main stages that a DPD must satisfy in order to proceed through the formal processes under the new plan-making system. More detail on each of these stages, in terms of how the Council will undertake consultation and engagement, is provided in Appendix 2. Where relevant, this document also acknowledges the emerging plan-making framework and the need for future local plans to align with the new system as it is brought into force.

Preparation of a Local Plan under the New Plan-Making System

- 8.17. The following stages are required by legislation and must be completed in the prescribed order. Appendix 2 provides an overview of each of the key stages and how the Council intends to consult throughout the new plan making process. The diagram below illustrates the key stages:



Before the 30-month Plan-making process begins

There are a few key steps to complete before the official timetable starts:

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Publish local plan timetable

- 8.18. The Council will publish a timetable which will be kept up-to-date and will set out the anticipated and actual dates for key plan-making stages.

Publish notice of intention to commence local plan preparation

- 8.19. The Council will publish a Notice of Commencement which begins a minimum 4-month notice period so that stakeholders are aware plan-making is beginning.

Scoping consultation

- 8.20. Stakeholder will be invited to give feedback on how to engage with them and what the plan should contain.

Gather baseline information

- 8.21. The Council will also be gathering baseline information about South Kesteven, preparing evidence base to support the new Plan, and beginning work on the Strategic Environmental Assessment (SEA).

Gateway 1 - self-assessment of readiness

- 8.22. The Council will publish a document setting out details of how the Council has got ready for plan-making, marking formal commencement of plan-making for the purpose of the 30-month timeframe.

Publish summary of Scoping Consultation

- 8.23. A consultation summary report will be prepared and published on the Council's website, setting out how the scoping consultation was undertaken, summarising the comments received, and explaining how these have informed the plan-making process

Consultation: proposed local plan content and evidence

- 8.24. The Council will undertake a minimum of 6-week consultation on the proposed local plan content and evidence, including a draft vision.

Gateway 2: checking progress with the Planning Inspectorate

- 8.25. The Council will seek observations and advice from an appointed Planning Inspectorate Gateway assessor. The Gateway 2 is to support the early resolution of potential soundness issues and progress towards the 'prescribed requirements'. This stage usually takes 4 to 6 weeks.

Consultation: proposed Local Plan

- 8.26. A consultation period of a minimum of 8-week shall be undertaken on the proposed local plan, a map of the proposed local plan policies, site allocations and designations, and details of the evidence. It is also recommended to consult on the SEA environmental report at the same time.

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- 8.27. Following the consultation a summary will be published setting out the main issues raised in the responses and how the Council has had regard to those responses will be published.

Gateway 3: Readiness for Examination

- 8.28. The Council will seek observations and advice from an appointed Planning Inspectorate Gateway assessor on whether the prescribed requirements are met in relation to the preparation of the proposed Local Plan which can then proceed to examination.

Examination

- 8.29. When the Gateway 3 assessor concludes that the proposed Local Plan meets the prescribed requirements, the Council will submit it for independent examination. At this stage an inspector will be appointed to carry an independent examination of the plan.

Adoption

- 8.30. As soon as reasonably practicable after adoption of the Plan, an adoption statement will be published

9. Supplementary Planning Documents - When Do We Consult

Supplementary Plans under the New Plan-Making System

- 9.1 Supplementary Planning Documents (SPDs) are now replaced with Supplementary Plans (SPs). SPs are to have the same weight as local plans and will be subject to independent examination.⁶

Notice of intention/timetable

- 9.2. The Council will publish a timetable and notice of intention to commence supplementary plan preparation (including the subject matter of the SP and the area and/or site(s) to which it will apply

Map of proposed supplementary plan policies

- 9.3. A map of proposed supplementary plan policies will be produced.

Consultation on the proposed Supplementary Plan

- 9.4. The draft SP will be published, and the Council will undertake a public consultation for a minimum period of six weeks. The consultation documents will include:
- the proposed supplementary plan and policies map
 - the evidence base to support it and any other relevant supporting documents
- 9.5. Any representations made will be considered and amendments will be made to the document where appropriate. A summary of the main issues raised and how they have been addressed will be produced.

⁶<https://www.legislation.gov.uk/uksi/2026/186/part/6/made>

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Submission of documents and information for independent examination

- 9.6. The Council will submit the following documents to the person appointed to carry out the examination of a supplementary plan:
- the proposed supplementary plan and policies map
 - compliance statement
 - supplementary plan consultation statement setting out how the consultation was undertaken, the responses received and how these have been addressed
 - any other relevant supporting documents.
- 9.7. The Council will publish notification of submission as soon as reasonably practicable on the website, details of where submission documents can be inspected and notify any person who requested to be notified.

Examination

- 9.8. An Examination in Public will be held by an independent Inspector. Prior to the opening of the examination hearing, the Council will publish the date, time and place of where the hearing is to be held.

Adoption

- 9.9. As soon as is reasonably practicable after adopting the SP, the Council will publish the adopted plan and an adoption statement as well as the recommendations and reasons of the examiner. The adoption statement must specify matters (stating the date of adoption and where it is available for inspection). A copy of the adoption statement will also be sent to any person that has asked to be notified.

10. Neighbourhood Planning

- 10.1. The Localism Act 2011⁷ introduced a new right for local communities to produce a neighbourhood plan for their local area. These plans can be very concise and focused around a specific area or go into more detail around allocating land for development and including policies to manage development. Preparation of a Neighbourhood Plan should be led by a Parish Council or a Neighbourhood Forum area which do not have a parish council.
- 10.2. Neighbourhood Plans have to be in line with national policy and the strategic elements of the County Council's adopted Local Plan, they cannot propose less development than that proposed by the Council's Local Plan.
- 10.3. The Neighbourhood Planning (General) Regulations 2012⁸ (as amended) sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council and is it up to them to decide how they involve people and undertake consultation.
- 10.4. As Neighbourhood Plans are not prepared by the Council, the SCI cannot prescribe what methods of community consultation they should undertake. However, as a minimum any Neighbourhood Plan must meet the requirements of The

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

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

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Neighbourhood Planning (General) Regulations 2012. Bodies responsible for preparing Neighbourhood Plans should be inclusive and open to ensure the wider community is kept fully informed of what is being proposed; is able to make their views known throughout the process; has opportunities to be actively involved in shaping the emerging neighbourhood Plan; and is made aware of how their views have informed the draft plan. Such bodies must also publicise the draft Neighbourhood Plan for at least 6 weeks and consult any of the consultation bodies set out in Schedule 1 of the Regulations whose interests it considers may be affected by the draft plan.

- 10.5. Although the Council is not responsible for the drafting of the plan, it is responsible for some statutory functions, which are set out in the Regulations. These include publicising the intention to produce a Neighbourhood Plan on its website, undertaking formal consultation when the Neighbourhood Plan is submitted, facilitating the examination, publishing the examiner's report and organising a referendum. The Council will undertake these functions in accordance with the requirements of the Regulations and the principles of this SCI
- 10.6. The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. In line with the Neighbourhood Plan Regulations 2018, the series of full guidance measures are set out in Appendix 6 with further information being found on the council's website⁹
- 10.7. If a Neighbourhood Plan is agreed by the local community in a referendum it will become part of the Development Plan and be used in the determination of planning applications.

Who is involved in the Plan Preparation Process?

11. Who Do We Consult?

- 11.1. When preparing DPD's and SPs, the Council will seek to engage and consult, where appropriate with the general public and the wider community
- 11.2. The Town and Country Planning (Local Planning) (England) Regulations 2026 (as amended) specify a number of organisations that must be consulted. These are known as the 'specific consultation bodies' and are outlined in Appendix 1.
- 11.3. The Council also has discretion to identify a number of other bodies who represent certain interests and may be appropriate to consult at key stages. These are known as the 'general consultation bodies' and are also outlined in Appendix 1.
- 11.4. It should be noted that these bodies may change as a result of amendments to the Local Planning Regulations and/or the Council amending/updating the list of general consultation bodies.
- 11.5. In addition to the 'specific' and 'general' consultation bodies, the Council is committed to involving a wide range of other individuals and organisations including members of the public, residents' associations, local businesses, developers/agents, landowners, local community/voluntary groups and 'hard to reach' groups in the preparation of DPDs, SPs) and Neighbourhood Plans. The majority of these groups have been identified in Appendix 1.

⁹ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/neighbourhood-plans>

12. The Duty to Co -Operate

Duty to Co-Operate under the New Plan Making System

- 12.1. Under the new plan-making system the Duty to Cooperate as set out in the Planning and Compulsory Purchase Act 2004, and amended in the Localism Act 2011, no longer exists. However, LPAs are still required to cooperate on cross boundary matters with neighbouring authorities and other bodies such as infrastructure, assisting with unmet housing need, the movement of people, vehicles and water, employment need and impact of ecological/environmental designations. The use of statements of common ground in demonstrating cooperation between plan-making authorities is likely to continue (as set out at policies PM10 and PM11 of the consultation Draft NPPF). The Council will seek to cooperate on this basis.

13. Consultation Database

- 13.1. To manage the consultation process and to ensure records are up to date, the Council maintains a database with the relevant contact details of the various bodies to be consulted. This includes those that have either commented upon previous consultation documents or expressed an interest in being involved with the preparation of the Local Plan/ local plan review. In 2018 in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the Local Plan mailing list. All subsequent consultation response forms have included information about how data is stored and processed in accordance with the GDPR, including an option to opt out of the consultation database.
- 13.2. Any organisation or individual can be added to the database at any time by contacting the Planning Policy team on 01476406080 or by email at planningpolicy@southkesteven.gov.uk. Wherever possible electronic contact details will be required. It should be noted, however, that not all bodies and organisations will be consulted on every document.
- 13.3. The subject matter of the document and the interests of the individual bodies and organisations concerned will determine this, for example, where a consultation is limited to a particular topic or is particularly specialist in nature.
- 13.4. The Council will ensure access to its information in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the storing and processing of personal data in accordance with the General Data Protection Regulations (2018)¹⁰
- 13.5. The Council may publish letters and completed web forms which are submitted as part of Local Plan consultations unless there are specific and justifiable reasons for it to be confidential. Personal contact details such as email and telephone numbers will be removed, however, individual names and organisations will be published. Original documents will be retained at the Council Offices or Electronically on the Council's database in line with the Data Protection Regulations 2018.

14. How Do We Consult

- 14.1. Planning legislation sets out the minimum requirements for public participation when preparing Local Plan documents and Supplementary Plans. This includes making

¹⁰ <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

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consultation documents available at the Council's Principal offices and on the Council's website.

- 14.2 The new local plan system is heavily streamlined in order to ensure local authorities progress rapidly with their preparation of their local plan. The means by which SKDC will communicate with stakeholders engaged in the Local plan making process will for this reason be heavily reliant on digital communication. In exceptional circumstances there may be cases where a person does not have an email address. For this reason we may need to communicate in written form to inform them of the consultation. The Council will notify organisations and individuals where appropriate of any consultation events electronically and in line with the requirements of the plan-making system. Those who are not on the consultation database will be captured via various other means of appropriate consultation.
- 14.3. The Council intends to use a range of methods to inform and consult with the community in preparing Local Plan documents. Table 1 illustrates key methods of consultation which may be used, their main benefits and potential consultee groups for which they would be appropriate.
- 14.4. Further details of how these methods will be applied to DPDs or SPs are outlined in Appendices 2 and 3, respectively.
- 14.5 Under the requirements of the new plan-making system, a summary of the comments received will be produced and published after each public consultation stage and include:
- Details of the bodies/stakeholders invited to make representations
 - How they were consulted
 - A summary of the main issues raised in the representations received
 - How the Council has had regard to the representations received

Table 1 illustrates consultation methods used under the new plan making system

15. Consultation Methods.

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

Table 1 – Consultation methods for plan making under the New Plan-Making System

Consultation Method	Description
Council's website	A digital-first approach will be adopted in accordance with the 30-month Local Plan process and associated guidance. The Council's website will be used to promote consultations, post the latest information, provide

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	consultation documents and supporting evidence for viewing, and information on opportunities for participation. The Council's website also provides the functionality to allow comments to be made electronically on documents during the relevant consultation periods. The Council's website also makes provision to view responses to consultations (when closed).
Hard/ paper copies (Viewing documents may have to be made by appointment during office opening hours)	Hard copies of Planning Policy Documents: • The Council will ensure that paper copies of planning policy documents will normally be available for public viewing at South Kesteven District Council Offices, The Picture House, St Catherine's Road, Grantham, NG31 6TT • Other viewing locations may be added depending on the nature and content of the planning policy document being consulted upon. • Copies of documents can also be purchased upon request.
Engagement events and briefings	Where possible and appropriate, in-person engagement events and briefings may be held in locations across the district for key stages in the Local Plan making process.
Emails/ letters	The Council will notify about the consultation by email or by post to all relevant consultee bodies and those individuals who are on the Council's Planning Policy database, informing them of the consultation and inviting them to comment. As increasing use is being made of electronic communications, anyone interested in receiving notification of a consultation is encouraged to register by contacting Planning Policy on 01476406080 or by emailing planningpolicy@southkesteven.gov.uk
Social Media	The Council will utilise its social media channels, where appropriate, to publicise planning policy documents and consultation opportunities. The continued development and use of social media as a means of engaging with a broader audience will be actively explored.
Publicity materials	Press releases Where necessary, provide an informative update to the appropriate media outlets informing readers/ listeners/ viewers of any upcoming consultations.

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	The use of South Kesteven's three local newspapers may also be used which are distributed to a wide audience across the district.
Response forms	Paper or downloadable response forms may be made available upon request. The Council strongly encourages respondents to use the prescribed method for each consultation as this assists in the efficient processing, recording and consideration of representations.
*Documents requested in an alternative format (due to a disability or language differential) will not be charged	

- 15.2. Further details of how these methods will be applied to Development Plan Documents (DPDs) and Supplementary Plans (SPs) and Neighbourhood Plans (NPDs) are shown in Appendices 2, 3 & 5.
- 15.3. Details about when consultation will take place within the Local Plan process will be set out in our Local Plan timeline which will be available on our website and reported to MHCLG which will be subject to an on-going review.
- 15.4. Further information on consultation arrangements for planning applications and advice on the planning process is available through a number of sources (see Appendix 4).

Community involvement in Planning Applications

16. Consulting on Planning Applications

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

17. Pre-Application Advice and Consultation

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

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of development schemes. Further guidance on pre-application advice is available on the Council's web site.¹¹

18. Pre-Application Consultation by Developers

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

19. Notification/Publicity of Planning Applications

- 19.1. Once a planning application has been received and validated by the Development Management team, there is a process of publicity and consultation that is undertaken to ensure that stakeholders and the community can have their say on the development proposed.
- 19.2. A significant number of the applications submitted to the Council are received electronically via the Planning Portal. The Council is committed to efficient and modern ways of working and communication, and places particular emphasis on the use of electronic means and technology. Most notification is done electronically where possible, and the Council maintains a website which hosts its formal planning register.
- 19.3. Notification and consultation of planning applications (of all types) are required by planning legislation, in particular by the Town and Country Planning (Development Management Procedure) (England) Order 2015¹². Some applications require special (or additional) publicity requirements due to their particular characteristics (e.g. applications accompanied by an Environmental Statement). The Council is committed to meeting these legislative requirements. See Appendix 1 for details of relevant consultation bodies.
- 19.4. Appendix 4 sets out the Council's approach to the publicity/notification to be given for planning applications.
- 19.5. A degree of flexibility is required to fit the variety of application types received by the Council and to allow for an appropriate level of engagement.

¹¹ <http://www.southkesteven.gov.uk/index.aspx?articleid=8172>

¹² <https://www.legislation.gov.uk/uksi/2015/595/contents/made>

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20. Weekly list

- 20.1. Whilst not a statutory requirement, the Council produces a weekly list of planning applications it has received¹³. This is made available on the Council web site and is used as part of our consultation process.

21. Press notices

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

22. Parish and Town Councils

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

23. Neighbouring owner/occupier Notifications & Site Notices

- 23.1. The requirement for notification of neighbouring owners or occupiers, and for site notices are set out within planning legislation. In most cases, the approach to notification is left to the discretion of the Local Planning Authority, and either requires notification or a site notice to be displayed. The Council's approach to these requirements is set out within Appendix 4.
- 23.2. The extent of neighbour notification is at the discretion of the case officer. In practice, this generally means those properties bordering an application site or which the case officer assesses as most likely to be affected by a proposal. In circumstances where land adjoins the site and the owner is not known a site notice should be displayed.
- 23.3. Where a site notice is displayed, it will be located on or near to the land that is subject to the application, and multiple site notices may be displayed. Where a site notice is taken down, destroyed or defaced during the determination of the application; it is at the Council's discretion whether a replacement is displayed based upon the remaining extent of the consultation period or the determination period of the application and the extent of other forms of notification.
- 23.4. Interested parties are invited to inspect the application online via the Council's website¹⁴ access to which is also provided at the Council Offices. In specific circumstances such as where an interested party is disabled or elderly and unable to get to the Council Offices or access the plans online, we can provide them with a free copy of

¹³ <http://www.southkesteven.gov.uk/index.aspx?articleid=9229>

¹⁴ <http://www.southkesteven.gov.uk/index.aspx?articleid=8170#/>

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the plans. Such requests should be made to the Case Officer in the first instance. Copies of plans are available to others at a charge, reflective of the costs involved.

24. Ward Councillors

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

25. Commenting on Planning Applications

- 25.1. Interested parties are invited to make comments within a specified period (the consultation period), usually within 21 days. We continue to accept comments until the application is determined, so in many cases this will be longer than 21 days. However, we cannot guarantee that comments received after the consultation period has closed and after production of the recommendation has been commenced, will be formally considered as part of the determination of an application. It is therefore important to ensure that any comments are received by the Council in a timely manner.
- 25.2. We encourage people to respond online through the Council's website. This allows interested parties to provide comments at a time which suits them and allows us to receive and process comments more efficiently. Alternatively, comments can be submitted by email or post.
- 25.3. All comments must be made in writing and contain the name and address of the author. We cannot consider anonymous comments. Signatures are not required and in the interests of Data Protection you are encouraged not to supply them. A telephone number can prove useful in case the Council or an applicant/agent needs to make contact to discuss your comments, however, this is not essential. Additionally, you should note that it is not possible for us to respond directly to comments received.
- 25.4. All comments received are public documents and will be made available to view by third parties (this includes providing copies of comments directly to them). Some information cannot be kept confidential, including the name and address of the author. Sensitive personal information (signatures, email addresses and phone numbers) is redacted. All comments received may be provided to other bodies, such as the Planning Inspectorate, should the application proceed to Appeal.
- 25.5. As a result of changes in Data Protection legislation and the introduction of the General Data Protection Regulations in May 2018, along with other factors relating to the commenting on applications and improvements to methods of working and electronic communication, the Council's Data Protection Policy can be found here: [Data Protection Policy](#).
- 25.6. The Council will consider all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations. We will not re-publicise comments received in their totality within reports or recommendations and will summarise all comments received, and material planning considerations raised.
- 25.7. The Council can only consider objections or comments which raise relevant planning issues (also known as material planning considerations), for example, loss of light or impact on the character and appearance of the surrounding area. Some examples of material considerations and non-material considerations can be found below (this list is not exhaustive).

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

- 25.8. A considerable amount of negotiation takes place on a large number of applications, particularly major ones. Steering development towards a more acceptable form is a crucial part of the development management process. This dialogue between planning officers, developers and their professional advisors and the local community is something which the Government and the Council actively encourages.
- 25.9. In a number of cases, proposals will generate much public interest and letters of objection. Planning officers will often advise developers that amendments to their applications will result in a better quality of development, which may indeed overcome objectors' concerns. However, it is important to note that planning decisions are made on the basis of material planning considerations (many of which may be raised by objectors) not the number of objections received.

26. **Re-notification**

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

27. **Determination of Planning Applications**

- 27.1. Many planning applications are determined by planning officers under delegated powers, however, some applications such as those which are of larger scale, strategic or controversial in nature are determined by the Council's Planning Committee.

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- 27.2. Where a determination may be made under delegated powers, we will endeavour to do so. A report will be produced and will be available to view online when the decision is issued. The report will clearly set out the reasons for the decision that has been made, along with the consideration of relevant factors including development plan policies, neighbourhood plan policies, and other material considerations including any comments received.
- 27.3. Meetings of the Council's Planning Committee are held approximately every 4 weeks. Where an application is required to be determined by the Council's Planning Committee, a report will be included on the Committee agenda which is available to view on the Council's web site¹⁵ and is published one week prior to the Committee meeting.
- 27.4. Applicants and any other persons who have made representations on an application to be heard by the Committee will be notified. The Council's policy on public speaking at the Planning Committee is available on the Council's website.¹⁶

28. Role of Elected Members

- 28.1. One of the key purposes of the planning system is to manage development in the public interest. In performing this role, planning necessarily affects land and property interests, particularly the impact on adjoining land and development and the quality of their settings. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable reasons.
- 28.2. People affected by a planning decision or other planning proposals may often seek to influence it through an approach to their elected District Councillor or to a Councillor on the relevant decision-making committee. This lobbying is normal and a part of the political process. Members should advise those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to committee. Councillors are guided by Codes of Conduct. Elected members have the right to attend any Planning Committee meeting and may speak on an objector's behalf, highlighting valid planning considerations.

29. Notification of Decision on Planning Applications

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

30. Planning Appeals

- 30.1. The planning system includes a right for applicants to appeal to the Planning Inspectorate (PINS), acting on behalf of the Secretary of State.
- 30.2. An appeal may be submitted by the applicant where permission has been refused or permitted with conditions which the applicant considers to be unacceptable. There is

¹⁵ <http://moderngov.southkesteven.gov.uk/ieListMeetings.aspx?CId=165&Year=0>

¹⁶ <https://www.southkesteven.gov.uk/your-council-and-democracy/have-your-say/planning-committee-speaking>

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also a right of appeal if the application has not been determined within the relevant time limit. Third parties do not have the right to appeal planning decisions.

- 30.3. All those who were notified of the original application or submitted comments will be notified in writing of the appeal and how to make their views known to the Planning Inspectorate (PINS). Comments received by the Council as part of the determination of the original application will also be sent to the

Planning Inspectorate.

- 30.4. Further notifications may be undertaken by the Council on behalf of the Planning Inspectorate depending on the type and nature of the Appeal. For example, Appeals decided by public inquiry require publication in the press (indicating the date, time and location of the inquiry) and a site notice will be posted.

- 30.5. The determination of an Appeal is outside of the control of the Council. The processing requirements, including the timescales, for the Planning Inspectorate are set out within planning legislation. The Planning Inspector will consider the evidence and decide whether to allow or dismiss the appeal. They will inform the Council and interested parties of the outcome and place a copy of the decision on the Planning Inspectorate website. Once received, a copy of the decision will be placed on the Council's website. This decision is binding on the Council (although it can be challenged on a point of law in the High Court).

31. Prior Approval Notifications

- 31.1. Prior approval means that a developer must seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant Parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when determining a prior approval application.
- 31.2. The Council can consider whether prior approval of certain details is required in advance of a formal decision being issued. There are multiple kinds of prior approval notifications, with different determination periods.

Prior approval procedures vary, and this should be checked against the relevant General Permitted Development Order requirements.

32. Designation of New or Amended Conservation Areas

- 32.1. Conservation area boundaries are a statutory designation, and there is a duty 'from time to time' to review them. Below sets out the statutory requirements are additional steps that will be taken by the Council.

Minimum statutory requirements

- Proposals for preservation and enhancement of conservation area must be submitted for consideration at a public meeting to the local area which it relates
- The LPA must give regard to any views expressed by those who attended the meeting Notify the Secretary of State and Historic England
- Publicise the intention to designate by a notice placed in the London Gazette and a local newspaper.

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- (We must follow the same publicity procedures to vary or cancel a designation as required to designate.)

Additional consultation

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

Additional Notification

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

33. Works to Protected Trees

- 33.1. Some trees are protected by Tree Preservation Orders (TPOs). Where trees are protected by TPOs, any works to them require an application to the Council. Applications for works to TPO trees will be determined within eight weeks from the date of receipt unless a longer period is agreed with the applicant.
- 33.2. There are no requirements to undertake consultation in respect of applications for works, however, neighbours will be notified of applications at the discretion of the case officer.
- 33.3. Following a decision, the decision notice will be made available online for public inspection.
- 33.4. Proposals for works to trees in Conservation Areas will be determined within six weeks from the date of receipt and if consent is not appropriate, the Local Planning Authority will consider placing a TPO on the tree(s). We will follow the same approach with these applications as for works to a TPO tree as identified above.

34. Hedgerow Removal Applications

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

35. Enforcement

- 35.1. Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially. There is no consultation with the public on enforcement cases. Cases are investigated in accordance with the Councils planning Enforcement policy, and take into consideration national legislation and policy, case law and best practice. Many cases can be resolved or regularised through the submission of a planning application as identified by earlier sections of this document.

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- 35.2. We do not make Enforcement cases publicly available, except for those formal notices which are required to be published on the Council's Enforcement Register.
- 35.3. Further information on enforcement is available on the Council's website.¹⁷

Appendix 1: Consultation Bodies

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

The Town and Country Planning (Local Planning) (England) Regulations 2026 (as amended) specify a number of organisations that must be consulted. These organisations are referred to as 'specific consultation bodies' and 'general consultation bodies.'

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

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

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

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

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

- | | |
|--------------------------------|---|
| • Amenity groups | • Landowners/Agents |
| • Built Environment | • Minerals & Waste Operators |
- ¹⁷ <https://www.gov.uk/planning-building-control/minerals-and-waste/planning-enforcement>

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- Community
- Economy
- Education
- Ethnic Minority Groups Including Gypsies & Travellers
- Healthcare
- Housing
- Natural Environment
- Older Persons Groups
- Service Providers
- Sports & Leisure
- Transport

Engaging underrepresented Groups

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

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

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

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

Appendix 2: Consultation on Local Plan and Plan Making Stages (New Plan-Making System 2026)

The table below sets out the key stages of the new plan-making system and the consultation methods the Council will use throughout the preparation of future Local Plans. Where legislation, regulations, national policy, or government guidance introduce different requirements, those requirements will take precedence and supersede the consultation methods set out below

✓ - methods which will be used for consultation (required by Regulations 2026)

○ - methods which will possibly be used (above/beyond Regulations 2026)

Plan Making Stage	Activity	Council's website	Hard/ paper copies	Engagement events and briefings	Emails/ letters	Social Media	Publicity materials	Response forms
Preparation of timetable/ notice of intention	Publication of timetable and notice of intention to commence Local Plan preparation. Evidence gathering - The Council collects up-to date information based on a range of social, economic, and environmental matters. This could include a call for sites exercise, requesting the submission of possible sites for development/ redevelopment for assessment and possible inclusion in the Local Plan.	✓	✓	○	✓	○	✓	
Scoping Consultation	Early engagement: The Council will give notice of the scoping consultation and invite representations on matters such as what the plan should contain and how future engagement on the plan should be carried out. These representations will be invited from defined general and specific consultation bodies, members of the public and other interested parties.	✓	✓	○	✓	○	✓	○
Gateway 1 – self assessment of readiness for Local Plan preparation	A self-assessment summary setting out details of the Council's readiness for local plan preparation (including details of readiness in relation to consultation and engagement) will be published on the Council's website and paper copies of it made available in appropriate locations	✓	✓	○	○	○	○	
Publish summary of Scoping Consultation	A summary of how the scoping consultation was undertaken, the comments received and how these were taken into account will be produced and published on the Council's website and paper copies of it made available in appropriate locations. These will then be considered in the preparation of the Plan.	✓	✓	○	✓	○	○	
Consultation on proposed Local Plan content and evidence	Having considered the scoping consultation and having undertaken further work the Council will give notice of undertaking a public consultation (for a minimum period of six weeks) and invite representations on the proposed local plan content and evidence, which will include: • a proposed vision and any proposed aims and objectives to achieve the vision • proposed policies (including site allocation policies) • summary of evidence to support the Local Plan and any other supporting information • a map of proposed local plan policies The documents will be published on the Council's website and paper copies made available in appropriate locations.	✓	✓	○	✓	○	✓	○
Summary of consultation on proposed local plan content and evidence	A summary of how the proposed Local Plan content and evidence consultation was undertaken and, the responses received, and how these have been taken into account will be produced and published on the Council's website and paper copies made available in appropriate locations prior to Gateway 2 (below). The responses received will be considered in the preparation of the Plan.	✓	✓	○	○	○	○	

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Gateway 2 - Observations/ advice from an appointed person	Between the consultation on the proposed Local Plan and publication of the summary of consultation (below), the Council will seek observations and advice from a Gateway 2 assessor. As soon as is reasonably practicable after receiving the observations and advice, the Council will publish them on the website, make paper copies available in appropriate locations, notify any person who requested to be notified; and send a copy of the observations and advice to any person or body identified/referred to in them.	✓	✓	○	✓	○	○	
Consultation on the proposed Local Plan	Between Gateways 2 and 3, the Council will give notice and invite representations on a public consultation (for a minimum period of eight weeks) on the proposed Local Plan submission documents, including: • the proposed Local Plan and policies map • details of the evidence gathered to support the Plan and other relevant supporting documents • details relating to the scoping consultation and consultation on proposed local plan content and evidence (above), including a summary of the main issues raised and how these have been addressed in the proposed Local Plan. The documents will be published on the Council's website and paper copies made available in appropriate locations.	✓	✓	○	✓	○	✓	○
Summary of consultation on the proposed Local Plan	A summary of how the consultation was undertaken on the consultation of the proposed local plan, the responses received and how they were taken into account in the preparation of the Plan will be produced and published prior to Gateway 3 (below) on the Council's website and paper copies made available in appropriate locations.	✓	✓	○	○	○	○	
Gateway 3- prescribed requirements assessment by an appointed person	The Council will seek observations and advice from a Gateway 3 assessor on whether the prescribed requirements are met in relation to the preparation of the proposed Local Plan. A statement of compliance and a statement of soundness and other supporting documents will be submitted including a summary of the consultation undertaken and responses received. Following confirmation from the Gateway 3 assessor that the prescribed requirements have been met, the Council will publish a statement confirming that Gateway 3 has been completed and the submission documents as they were submitted to the Gateway 3 assessor on the Council's website and make paper copies available in appropriate locations.	✓	✓	○	✓	○	○	
Examination	When the Gateway 3 assessor concludes that the proposed Local Plan meets the prescribed requirements, then the Council will submit it for independent examination. This will include: • a summary of the consultation and engagement activities carried out • the local planning authority's summary of consultation on the proposed local plan The Council will publish notification of submission on their website, details of where submission documents can be inspected and notify any person who requested to be notified*. An Examination in Public will be held by an independent Inspector. Prior to the opening of the examination hearing, the Council will publish the date, time and place of where the hearing is to be held and make this information available in paper form at appropriate locations and notify any person who requested to be notified of this.	✓	✓	○	✓	○	✓	
Adoption	As soon as reasonably practicable after adoption of the Plan, an adoption statement will be published, paper copies of it made available at appropriate locations, and copies sent directly to those respondents who asked to be notified.	✓	✓	○	✓	○	✓	

Appendix 3: Consultation on Supplementary Plan Making Stages (New Plan-Making System 2026)

The table below sets out the key stages of the new plan-making system and the consultation methods the Council will use throughout the preparation of future Supplementary Plans. Where legislation, regulations, national policy, or government guidance introduce different requirements, those requirements will take precedence and supersede the consultation methods set out below

✓ - methods which will be used for consultation (required by Regulations 2026)

○ - methods which will possibly be used (above/beyond Regulations 2026)

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Supplementary Plan (SP) Making Stage	Activity	Council's website	Hard/ paper copies	Engagement events and briefings	Emails/ letters	Social Media	Publicity materials	Response forms
Preparation of timetable/ notice of intention	The Council will publish a timetable and notice of intention to commence supplementary plan preparation (including the subject matter of the SP and the area and/or site(s) to which it will apply.	✓	✓	○	✓	○	✓	
Map of proposed supplementary plan policies	A map of proposed supplementary plan policies will be produced and include: •an Ordnance Survey base map with clear indications of symbols and notations used •prepare a map showing where proposed Supplementary Plan policies apply within the local authority area	✓	✓	○	○	○	✓	
Consultation on the proposed SP	The proposed SP will be published, and the Council will undertake a public consultation for a minimum period of six weeks. The consultation documents will include: • the proposed supplementary plan and policies map • the evidence base to support it and any other relevant supporting documents The Council will consider interested parties that should be consulted based on its proposed subject matter and geographical extent. Any representations made will be considered and amendments will be made to the document where appropriate. A summary of the main issues raised and how they have been addressed will be produced	✓	✓	○	✓	○	✓	○
Submission	The Council will submit the following documents to the person appointed to carry out the examination of a supplementary plan: • the proposed supplementary plan and policies map • compliance statement • consultation statement setting out how the consultation was undertaken, the responses received and how these have been addressed • any other relevant supporting documents. The Council will publish notification of submission on their website, details of where submission documents can be inspected and notify any person who requested to be notified	✓	✓		✓	○	○	
Examination	An Examination in Public will be held by an independent Inspector. Prior to the opening of the examination hearing, the Council will publish the date, time and place of where the hearing is to be held, make this information available in paper form at appropriate locations and notify any person who requested to be notified of this	✓	✓		✓	○	○	
Adoption	As soon as is reasonably practicable after adopting the SP, the Council will publish the adopted plan and an adoption statement as well as the recommendations and reasons of the examiner. The adoption statement must specify matters (stating the date of adoption and where it is available for inspection). A copy of the adoption statement will also be sent to any person that has asked to be notified	✓	✓	○	✓	○	✓	

Appendix 4: Consultation on Planning Applications

Nature of Development	Regulation Determining publicity.
For applications accompanied by an Environmental Impact Assessment	Town and Country Planning (Development Management Procedure) Order 2015 Article 15 (2)(a)
Proposals that depart from the Development Plan	DMPO 2015 Article 15 (2)(b)
Development affecting a Right of Way	DMPO 2015 Article 15 (2)(c)

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

Appendix 5: Consultation on Neighbourhood Plans

Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<u>Designation of Neighbourhood Area</u> <u>(Regulation 15)</u>	Publish NP designation application on the Council's website alongside decision notice		Where appropriate; Ward & Portfolio holders	6 weeks (only applicable when Designating a forum in non-parish areas, or if designation proposals come forward for overlapping or modified NP areas)

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	and NP map showing the extent of the Area. Notify those on the dedicated NP mailing list; Those considered to have an interest will be informed by email or letter setting out the decision of the council to designate the NP area.		Those who have expressed an interested in being notified about any NP designations within the South Kesteven district area Any adjoining/ neighbouring Parishes. Relevant Statutory consultation bodies	
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<u>Publish Submitted Plan (Regulation 16)</u>	The submitted plan along with relevant evidence base will be available for viewing on the Council's website. - Response forms will also be created and available to fill in via the website or printed off and returned to the council Keep those on the dedicated mailing list informed; Those considered to have an interest will be informed by email or letter setting out: - Information around the submitted NP - How the submitted NP can be viewed. (both hardcopy and electronic link) - How responses can be submitted	Submission NP documents may be made available for public viewing at the council's principal office location – this will be in the Grantham Council Office. Submission NP documents may be made available for public viewing at selected locations within the NP area – this will be where possible and at the discretion of the qualifying body.	Appropriate Ward & Portfolio holders Those who have expressed an interested in being notified about any NP submissions within the South Kesteven district area Any adjoining/ neighbouring Parishes. Relevant Statutory consultation bodies Residents / businesses within the NP area (where possible).	A formal 6-week consultation will take place.
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<u>Publication of Examiners Report (Regulation 18)</u>	Examiners report and decision statement will be available for viewing on the Council's website. Keep those on the dedicated mailing list		Appropriate Ward and Portfolio holders Those who have expressed an interested in being notified about the publications of examiners reports or	Not a consultation stage

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	informed; Those considered to have an interest will be informed by email or letter setting out: - Information regarding the decision statement - How the examiner's report can be viewed		decision statements of NPs within the South Kesteven district area. Relevant Statutory consultation bodies Residents / businesses within the NP area. (where possible)	
Stage	Minimum consultation requirements	Additional Consultation Methods that may be used (Not exhaustive)	Who will be notified	Period of consultation/notice period
<u>Making Neighbourhood Plan (Regulation 20)</u>	Copy of the made NP and supporting evidence base will be available for viewing on the Council's website. Keep those on the dedicated mailing list informed; Those considered to have an interest will be informed by email or letter setting out: - Notice of the made NP - How the made NP can be inspected.		Appropriate Ward and Portfolio holders Those who have expressed an interest in being notified about the making of NPs within the South Kesteven District area.	Not a consultation stage

Appendix 6: Neighbourhood Planning Protocol

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

Purpose of this Protocol

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

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

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

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

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

General Support

SKDC will:

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

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

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

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interested in making a neighbourhood development order or that propose to modify a made neighbourhood development plan, contact SKDC's Planning Policy Team at the earliest opportunity for advice and to discuss any issues.

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

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

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

Provide contact details of statutory consultees and other relevant groups.

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

Supporting the Designation of Neighbourhood Areas/Business Areas

SKDC will:

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

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

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

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

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

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

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

Supporting the Preparation of Neighbourhood Development Plans

SKDC will:

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

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

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

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

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

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

SKDC will not:

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

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

Draft the neighbourhood plan or any part or policy therein, although we can identify examples in which similar plans or policies have been prepared and which may be helpful points of reference and can provide advice on wording.

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

Independent Examination

SKDC will:

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

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

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

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

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

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

Referendum

SKDC will:

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

Adoption

SKDC will:

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

Once adopted the Plan will form part of SKDC's Development Plan. It will be a primary consideration in determining the outcome of planning applications relating to the neighbourhood or business area.

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Obligations for Town and Parish Councils

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

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

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

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

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

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

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

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

Appendix 7: Glossary and List of Abbreviations

Glossary

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

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

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

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

General Consultation Bodies - organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2026 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

Legacy Local Plan system – refers to the historic plan-making process governed by the Planning and Compulsory Purchase Act 2004 and earlier regulations.

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

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

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

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

Neighbourhood Development Plans - The Plans are prepared by a parish council or neighbourhood forum for a particular neighbourhood area (made under the Localism Act 2011) and have to be in general conformity with the district plan, undergo Examination and

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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 2026 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

Supplementary Plans (SPs) - Supplementary Plans under the new plan-making system are official documents created by the Council replace old Supplementary Planning Documents carrying the exact legal weight as a main local plan and require independent examination.

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

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

List of Abbreviations

DPD	Development Plan Document
HRA	Habitat Regulation Assessment
GLCCA	Greater Lincolnshire Combined County Authority
LDS	Local Development Scheme
LPA	Local Planning Authority
LP	Local Plan
MHCLG	Ministry of Housing, Communities & Local Government
NDP	Neighbourhood Development Plan
PINS	Planning Inspectorate
SA	Sustainability Appraisal

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SCI	Statement of Community Involvement
SKDC	South Kesteven District Council
SPD	Supplementary Planning Document
SP	Supplementary Plans
TPO	Tree Preservation Order