

**Statement of Community Involvement
Current Arrangements Note
28th September 2020**

Due to the ongoing government guidance to help prevent the spread of coronavirus, it may not be possible for the Council to meet some of the methods of consultation set out within the Statement of Community Involvement (2019).

This note sets out the possible restrictions on each method of consultation and the alternative methods that the Council may use, where it is not possible to meet the standard set out in the Statement of Community Involvement (2019).

Method	How and when for Local Plan Documents	How and when for Planning Applications	Possible restrictions and alternative methods
Facebook https://en-gb.facebook.com/meltonbc/	The council will use its Facebook page in order to reach communities that would not respond to traditional consultation methods. We will aim to respond to any comments within 5 working days where possible.	N/A	N/A - No restrictions
Twitter https://twitter.com/MeltonBC	The Council will use its Twitter account which has been set up to tweet messages about progress and opportunities to engage in preparing new planning policy and guidance. This will allow us to reach communities that may not respond to traditional methods of consultation. We will aim to respond to any comments within 5 working days where possible.	N/A	N/A - No restrictions
Melton Local Plan Website www.meltonplan.co.uk	The Council will use the Melton Local Plan Website to provide updates on the preparation of any new planning policy documents. PDF copies and interactive	The Melton Local Plan website can be used by developers, agents and applicants to ensure that proposals are in accordance	N/A - No restrictions

	versions of the documents and all related evidence documents, including summaries and consultation reports will be available on this website. Members of the public can email questions regarding planning policy documents to planningpolicy@melton.gov.uk , and via the link on the website.	with local planning policy.	
Melton Borough Council Website www.melton.gov.uk	The Melton Borough Council website will be an important way of communicating information to stakeholders. This website can also be used for news releases relating to planning policy document preparation.	Online portal (https://pa.melton.gov.uk/online-applications/) can be used to search for and comment on planning applications.	N/A - No restrictions
Emails	Notifications will be sent to Parish Councils, statutory bodies, stakeholders, relevant groups and other individuals and organisations on the consultation database, via email where relevant.	Email updates will be sent to all relevant parties including Parish Councils and members of the public who have registered for updates.	N/A - No restrictions
Letters	Where other forms of communication are unavailable, letters will be sent. This will include large print and braille where required.	Letters will be sent to neighbours informing them of adjacent planning applications. Letters will also be used where other forms of communication are unavailable.	N/A - No restrictions
Local newspaper	Public notices will be placed in the Melton Times, Grantham Journal and Leicester Mercury at the start of any consultation period. Press releases will be	In accordance with statutory requirements certain applications are advertised in the local press, for example	N/A - No restrictions

	prepared to advertise the preparation progress and highlight events in which local people can get involved.	Listed Building Consent applications	
Deposit points	Key documents will be made available to view at the Council Offices and Public libraries, during normal working hours. For wide ranging consultations that affect all parts of the Borough, the Council will try to place documents and make comment forms available at local businesses in the community, e.g. post offices and village shops.	Planning application documents will be made available to view at the Council Offices, during normal working hours if all other methods of communication are unavailable.	Possible restriction as members of the public may be unable to visit the Council Offices.
Workshops	Workshops can be a very useful way of engaging with people, and may be carried out at local schools to try to engage young people.	Consultations undertaken by developers when requesting pre-application advice may take the form of public workshops.	Holding workshops may not be appropriate due to number restrictions and people being required to stay at home. Venues may not be available and social distancing could be difficult. Workshops will be held online via Zoom meetings.
Online Questionnaires	Online questionnaires can be used to determine attitudes towards particular issues and options.	N/A	N/A - No restrictions
Public 'drop-in' events	Will provide a more informal setting, in a variety of locations and times across the Borough, to inform and encourage participation in the preparation of Plan Documents	Consultations undertaken by developers when requesting pre-application advice may take the form of public 'drop-in' events.	Holding public 'drop-in' events may not be appropriate due to number restrictions and people being required to stay at home. Venues may not be available and social distancing could be difficult. Events will be held online via Zoom meetings.